

JOB DESCRIPTION – HLTA / Pastoral Lead

Line Manager:	Headteacher
Salary:	Scale 12-17 of the Support Staff Salary Scale FTE Salary: £28,598 - £31,022 per annum Pro-Rata Salary £23,263 - £25,691

THE POST

White House Farm Primary School is a member of the Sapientia Education Trust (SET). On appointment, the successful candidate will be required to complete a three-month probationary period.

White House Farm Primary School is seeking to appoint a well-organised and approachable Pastoral Lead (HLTA).

Purpose of the Role

The Pastoral Lead plays a key role in ensuring every child feels safe, valued and ready to learn. The post holder will lead the school's pastoral provision, promoting positive behaviour, emotional wellbeing, self-regulation and inclusion while ensuring disadvantaged pupils receive high-quality support that enables them to achieve academically, socially and emotionally.

Working closely with leaders, teachers, families and external agencies, the Pastoral Lead will remove barriers to learning through early intervention, restorative approaches and evidence-informed practice. The role supports the school's vision that every child can succeed regardless of background or need.

Main Responsibilities

1. Behaviour and Positive Relationships

Lead the implementation of the school's behaviour policy across the school.

Responsibilities include:

- Promote a consistent culture of high expectations.
- Support staff in implementing behaviour systems consistently.
- Model excellent behaviour management strategies.
- Deliver restorative conversations following incidents.
- Support pupils displaying challenging behaviour.
- Develop individual behaviour support plans.
- Monitor behaviour data and identify trends.
- Coordinate appropriate interventions.
- Support pupils returning following suspension or absence.
- Lead behaviour mentoring programmes.
- Ensure pupils understand expectations and school values.
- Promote positive relationships throughout school.

2. Self-Regulation and Emotional Wellbeing

Lead the school's work around emotional regulation and mental wellbeing.

Responsibilities include:

- Develop whole-school approaches to self-regulation.

- Establish calm and supportive regulation spaces.
- Deliver emotional literacy interventions.
- Teach children strategies for:
 - recognising emotions
 - managing anxiety
 - solving conflicts
 - resilience
 - independence
- Introduce sensory and regulation strategies where appropriate.
- Support pupils experiencing emotional dysregulation.
- Work alongside SEND staff to ensure appropriate provision.
- Develop pupil resilience and confidence.
- Promote positive mental health throughout school.

3. Disadvantaged (Pupil Premium) Pupils

Work closely with senior leaders to improve outcomes for disadvantaged pupils.

Responsibilities include:

- Monitor the wellbeing of disadvantaged pupils.
- Work with staff to identify barriers to learning.
- Coordinate pastoral interventions.
- Support attendance improvement.
- Improve engagement with learning.
- Monitor participation in:
 - clubs
 - trips
 - enrichment
 - music
 - sport
- Work with the PSA to support families experiencing hardship.
- Ensure disadvantaged pupils access wider opportunities.
- Track pastoral support provided.
- Contribute evidence towards the school's Pupil Premium Strategy.

4. Attendance Support

Support the school in promoting excellent attendance.

Responsibilities include:

- Work with the Deputy head to support the monitoring of attendance concerns.
- Work with the PSA to support families where attendance is declining.
- Be involved in attendance meetings where appropriate.
- Support home visits when required.
- Promote punctuality.
- Reduce persistent absence.
- Identify safeguarding concerns linked to attendance.

5. Safeguarding

Support the Designated Safeguarding Lead in safeguarding responsibilities.

Responsibilities include:

- Be alert to safeguarding concerns.
- Record concerns accurately using the schools Safeguarding system (MyConcern)
- Be an Assistant Designated Safeguarding Lead (ADSL) for the school, including the co-ordination of Operation Encompass notifications received;

- Process and check SCR sent by Trust HR team, liaising with them for changes. File for reference;
- Attend safeguarding meetings.
- Support vulnerable pupils.
- Work with external agencies.
- Maintain confidentiality.
- Follow Keeping Children Safe in Education guidance.
- Support early help processes.

6. Family Engagement

Work with the PSA to develop positive relationships with families.

Responsibilities include:

- Act as a point of contact for pastoral concerns, alongside class teachers.
- Build trusting relationships with parents.
- Support families through difficult circumstances.
- Signpost families to external services.
- Organise parent workshops.
- Promote effective home-school communication.
- Support transition into school.
- Encourage parental engagement.

7. Intervention Programmes

Work with the SEND TA, SEND Teacher and SENDCo to coordinate and deliver evidence-informed interventions including:

- Emotional literacy
- Social skills
- Friendship groups
- Self-esteem programmes
- Anger management
- Zones of Regulation
- Lego Therapy
- ELSA-style interventions (where appropriate)
- Behaviour mentoring
- Attendance mentoring
- Bereavement support
- Transition support

Evaluate impact through measurable outcomes.

8. Monitoring and Evaluation

Maintain accurate records including:

- Behaviour incidents on Bromcom
- Positive behaviour recognition
- Intervention logs
- Attendance actions
- Pupil Premium pastoral support
- Family meetings
- External agency involvement

Produce reports for:

- Senior Leadership Team
- Governors
- Pupil Premium reviews

- Behaviour reviews
- Safeguarding meetings

Use data to identify:

- Behaviour patterns
- Vulnerable groups
- Repeat incidents
- Impact of interventions
- Areas requiring further support

9. Multi-Agency Working

Work collaboratively with:

- Parents
- Social Care
- Early Help
- Educational Psychologists
- CAMHS
- SEND Services
- Family Support Workers
- Attendance Officers
- Health professionals
- Police Community Support Officers
- Local Authority services

Attend professional meetings where required.

10. Whole School Contribution

Support the wider life of the school by:

- Promoting inclusion.
- Supporting assemblies.
- Organising wellbeing events.
- Leading anti-bullying initiatives.
- Promoting pupil voice.
- Supporting transition arrangements.
- Contributing to staff training.
- Developing pastoral policies.
- Supporting Ofsted inspections.
- Promoting equality, diversity and inclusion.
- Undertake any reasonable request by the headteacher, including cover or teaching.

Professional Responsibilities

The post holder will:

- Uphold the school's vision and values.
- Maintain confidentiality.
- Demonstrate professionalism at all times.
- Engage in continuous professional development.
- Maintain accurate records.
- Work flexibly according to school needs.
- Promote safeguarding.
- Comply with Health and Safety requirements.
- Be educated at least GCSE Grade 4 or above in Maths and English as standard.
- Support equality of opportunity.
- Be a good colleague and have a sense of humour.

HOURS OF WORK

Working Weeks per year	39 (Term Time plus one week)
Hours per week	35
Normal Working Pattern	Monday – Friday 0830-1600hrs
Unpaid Breaks	30-minute lunch break when the working day exceeds six hours.
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	You will be expected to work on all published INSET Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- Scale 12-17 of the Support Staff Salary Scale
- FTE Salary: £28,598 - £31,022 per annum
- **Pro-Rata Salary £23,263 - £25,691 per annum**

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join White House Farm Primary School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify White House Farm Primary School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of White House Farm Primary School Performance Management programme.