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| St John the Baptist CofE Primary School  JOB DESCRIPTION & PERSON SPECIFICATION | | |
| **Director Area: Education** | | **Job Ref Number:** |
| Service Area: Schools | | Grade: G6 |
| **Job Title: Pastoral Lead** | | |
| **PURPOSE OF JOB: Working under the direction of the Head Teacher/Deputy Head Teacher liaise directly and support families, providing practical advice and support, in particular for vulnerable children. Be available to support children in school providing pastoral/nurture support as and when required/identified, including promoting restorative practice across school. To work be a Deputy Safeguarding Lead working with colleages to promote child welbing and liase with professionals where needed. Where allocated, to act as Lead Professional for TAC cases. To act as the Mental Health Lead, responsible for the school’s approach to mental health and wellbeing.** | | |
| **MAIN DUTIES:** | | |
| * 1 | * To directly support children with barriers to learning, including those with challenging behavioural or emotional needs and those with low levels of attendance; acting as attendance champion. | |
| * 2 | * To implement interventions and to deliver identified programmes of support/learning to meet personal, emotional and academic needs of vulnerable pupils. | |
| * 3 | To provide care and support to pupils at the point of need, i.e. responding to unplanned and unprecedented situations. | |
| * 4 | To actively work with members of SLT and other staff, to formulate and implement plans of support for pupils, including, but not limited to; Pastoral Support Plans & Team Around the Child Plans. | |
| * 5 | To maintain up to date records, recording and using CPOMs accordingly. | |
| * 6 | * To support class teachers and support staff in understanding the needs of children in their pastoral role. | |
| 7 | To develop a mentoring relationship with pupils needing support, with the aim of achieving goals identified in pupil actions plans. | |
| * 8 | * To liaise with and work alongside SLT, pupil mentors and class teachers, in order to ensure a coherent and consistent approach to individual pupils’ care and education. | |
| 9 | To act as lead professional for TAC cases where appropriate. | |
| 10 | Liaise with external agencies as and when necessary, signposting parents/carers and or other staff accordingly. | |
| * 11 | * To support in the delivery of a varied menu of activities at break and lunch times, particularly to cater for the needs of pupils who have difficulty with regular break time/outside provision. | |
| * 12 | * To maintain regular contact with parents/carers of identified pupils, to keep them informed of their child’s needs and progress, and to promote positive family support and involvement. | |
| * 13 | * To act as the Mental Health Lead, responsible for the school’s approach to mental health and wellbeing. | |
| * 14 | * To take on a Deputy Safeguarding Lead role within school, completing all duties in line with the school’s safeguarding policies and procedures. | |
| **PERSON SPECIFICATION** | | |
| | Requirements | Where identified\* | Essential | Desirable | | --- | --- | --- | --- | | **Qualifications**  A relevant qualification (NVQ 2 or equivalent) or relevant experience. | A/I | YES |  | | Restorative practice training or relevant experience of delivering restorative behavior techniques. | A/I | NO | YES | | ELSA training. | A/I | NO | YES | | Qualification in Child Phsychology | A/I | NO | YES | | GCSE Grade C or above for English and Maths or relevant equivalent qualification. | A/I | YES |  | | Safeguarding Qualifications  \*training will be provided if necessary | A/I | NO | YES | | **Experience and Knowledge**  Experience of assessment work with vulnerable children | A/I | NO | YES | | Experience of working with families | A/I | YES |  | | Experience of working with or in schools | A/I | YES |  | | Experience of engaging with families successfully as part of a multi-agency approach | A/I | YES |  | | Working knowledge of school attendance processes | A/I | YES |  | | Working knowledge of LSCB safeguarding procedures | A/I | YES |  | | Experience of leading Team Around the Child meetings.  \*training will be provided if necessary | A/I | NO | YES | | **Skills and Abilities**  *Collaborating and Team working:*  Demonstrates commitment to working as part of a team within school and with other professionals involved in supporting pupils and their families. | A/I | YES |  | | *Initiative and Independence:*  Ability to work on own initiative and to confidently face emerging issues. | A/I | YES |  | | *Resilience and Professionalism:*  Works to the highest standard demonstrating resistance to pressure and retaining professional focus and conduct. | A/I | YES |  | | *Communication:*  Conveys necessary information (verbally and in writing) in a clear, concise and timely manner. | A/I | YES |  | | *Prioritisation and Time Management:*  Manages a workload with appropriate management support. | A/I | YES |  | | Demonstrates a supportive and positive attitude towards colleagues, children and families. | A/I | YES |  | | **OTHER**  Commitment to undertake in-service development. | A/I | YES |  | | Commitment to safeguarding and protecting the welfare of children and young people. |  | YES |  | |  |  |  |  | |  |  |  |  |   \*A = Application form T = Test/Assessment I = Interview P = Presentation | | |
| **GENERAL**  The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self–service to achieve maximum cost effectiveness.  The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](https://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/employee-appraisal-and-development/core-values-and-behaviours/113085.article) and to carry out the duties in accordance with Lincolnshire County Council policies. | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. | | |
| **Safeguarding -**.All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. | | |