

Pastoral Support Lead Job Description – Webheath Academy Primary School

Job Title: Pastoral Support Lead.

This is a position created to respond to specific needs of children across the school

Responsible to: Access and Inclusion Lead

Main Purpose: To enable all Webheath pupils to engage in education by providing support around pupil welfare, behavioural and attendance issues. This will involve working with staff, parents and pupils to address barriers to learning and make sure effective policies and procedures are put in place.

Overview: This role is for a PSL to work across the whole school. This is a fixed term role of one year in the first instance, with a view to becoming permanent, to include opportunities for working across Shires MAT. The hours are 8.30am – 3.30pm (with ½ hour unpaid lunch break) five days a week, term-time only, plus INSET days.

Duties and Responsibilities:

1. Working with pupils

- Provide general pastoral care of all pupils using a therapeutic approach
- Help pupils who are unwell, distressed or unsettled including administering first aid
- Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy
- Be an advocate for vulnerable pupils including those with SEMH needs, Pupil Premium, bereavement, behaviour and attendance challenges
- Assist with transition periods in school
- Support the transition of new pupils and transition process for changes of class
- Assist with preparation of individual pastoral support plans for new and existing pupils
- Encourage excellent pupil attendance at school, providing a link between home, school and pupils
- Provide support for pupils with reduced timetables when appropriate, liaising with key staff
- Meet with prospective pupils and parents as requested
- Use a Trauma Informed approach to lead support sessions for pupils tailored to their individual needs ; invite pupils for sessions and liaise with teachers
- Create session plans and implement individual and group interventions and activities
- Carry out weekly wellbeing one-to-one sessions with pupils to enable their emotional wellbeing in school
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Support the School's zero tolerance regarding bullying and ensure all incidents and outcomes are recorded on CPOMs

2. Working with staff

- Attend staff briefings and relevant INSETS and assemblies
- Close liaison with relevant staff at all times in relation to pastoral matters
- Attend Pastoral Team meetings as required

- Assist the DSLs with safeguarding cases, disclosures, updating policies and providing data and information for Safeguarding Governors
- Attend meetings with respect to any referrals, contact with home / staff, availability to support pupils (including those on our vulnerable pupils' list)
- To be part of break and lunch provision supporting vulnerable pupils
- Liaise with teaching staff to support monitoring activities on individual pupils' behaviour
- Promote high standards of behaviour and consistently implement the School's Positive Behaviour Policy

3. Working with parents / carers and external agencies

- Meeting parents / pupils and recording relevant information using the school formats – SOS plans, Arbor, CPOMs
- Build positive relationships with parents to encourage family involvement in their child's progress, behaviour and attendance
- Assist parents with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs

4. Other areas of responsibility

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSLs to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the School
- To communicate pastoral needs of all pupils to staff
- Attend Safeguarding/DSL training as required
- Assist with the supervision of pupils out of lesson time, but within both the school day and contracted hours as necessary for their safety
- Accompany teaching staff and pupils on visits, and out of school activities as required
- Adhere to all school policies including school health and safety policy, risk assessments and safety system, equality and diversity.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.