



With the knowledge of Jesus and His love in our hearts, we try to be the very best we can.

Culcheth Lane, Manchester, M40 1LU

0161 681 2779

www.christtheking.manchester.sch.uk

Pupil and Family Support Coordinator (Deputy DSL)

Required for September 2026

Grade 7 SCP 21–25 (£37,280–£40,777 FTE)

Permanent, Full Time: 35 hours per week

Term Time plus 10 additional days

The children, staff and governors of this popular and successful Catholic school are seeking to appoint a committed, compassionate and highly organised Pupil and Family Support Coordinator to play a key role in strengthening our pastoral provision and support for children and families.

This is a rewarding opportunity for someone who is passionate about supporting children and families and committed to ensuring every child has the best possible chance to thrive and succeed.

Christ the King is a warm, inclusive and nurturing Catholic school serving a richly diverse community. The successful candidate will work closely with children, families and external agencies to support some of our most vulnerable pupils, strengthen engagement with school and help ensure every child feels safe, valued and able to achieve their full potential.

Main Purpose of the Role

To enable all pupils to fully engage in school life by providing high-quality support for pupil welfare, safeguarding, attendance, Early Help and family engagement. Working closely with children, families, staff and external agencies, the postholder will help remove barriers to learning and ensure pupils are safe, supported and able to thrive.

The postholder will be a key member of the Safeguarding Team and will act as a Deputy Designated Safeguarding Lead (DDSL). The role requires sensitivity, discretion and a strong understanding of safeguarding practice.

The successful candidate will:

- Work closely with school staff to identify pupils and families in need of additional support and coordinate appropriate interventions.
- Support the Designated Safeguarding Lead in implementing safeguarding and child protection procedures and maintaining accurate, confidential records.
- Fulfil the responsibilities of Deputy Designated Safeguarding Lead, supporting the school's safeguarding culture and responding appropriately to concerns.
- Work directly with children and families to promote wellbeing, resilience and engagement in school life.
- Lead and coordinate multi-agency working, including referrals, meetings and communication with external services including Early Help.
- Support and promote good attendance by working proactively with pupils, families and external agencies to overcome barriers to attendance and engagement, including undertaking home visits where appropriate.
- Encourage positive relationships between home and school, helping parents and carers to engage confidently with their child's learning and welfare.
- Support pupils and families during key transition points, including Nursery, Reception and Secondary transfer.

- Maintain accurate records, monitor the impact of interventions and contribute to effective information sharing.

The successful candidate will be:

- Resilient, proactive and committed to achieving positive outcomes for children and families.
- An excellent communicator with strong interpersonal and relationship-building skills.
- Highly organised and capable of managing multiple priorities in a busy school environment.
- Able to maintain confidentiality and exercise sound professional judgement in sensitive situations.
- Skilled at working collaboratively with colleagues, families and external agencies.
- Able to work effectively as part of a team whilst also using their own initiative.
- Committed to inclusion and ensuring that all children can attend, achieve and thrive.

See the job description and person specification for full details.

We can offer:

- Wonderful children who enjoy coming to school.
- A supportive, dedicated and welcoming staff team.
- Strong leadership and a clear commitment to pastoral care and inclusion.
- A caring, community-focused Catholic environment.
- A supportive Governing Body and parish.
- Opportunities for professional development, support and training.
- A rewarding role where you can make a real difference to the lives of children and families.

Closing Date: Mon 6th July 12pm

Shortlisting: Mon 6th July 1pm

Interview: Friday 10th July

Christ the King RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to satisfactory pre-employment checks, including an enhanced Disclosure and Barring Service check with barred list information. In line with Keeping Children Safe in Education, online searches will be carried out as part of the school's due diligence on shortlisted candidates.

Application forms and further information are available by emailing recruitment@christtheking.manchester.sch.uk.

Visits to the school are strongly encouraged and can be arranged by contacting the School Office.

Applications should be addressed to the Chair of Governors.