



## **MINCHINHAMPTON PRIMARY SCHOOL JOB DESCRIPTION PASTORAL LEAD – Grade 5 (points 11 -16)**

### **VISION AND VALUES**

We cherish all the people in our school.

Our aim for them:

'Life in all its fullness'

For us, this means people who are flourishing:

- people who have the wherewithal to shape their own life well;
- people who take a delight in learning;
- people who are compassionate, who appreciate the value and preciousness of each and every person and all life on earth;

Hence people who help to make the world a better place.

### **GENERAL DUTIES**

- Offer emotional and practical support to parents, pupils and families, in their own homes.
- Offer a whole family approach to families with complex needs.
- Build trusting relationships with parents and pupils to help support their needs.
- Work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of the support.
- Plan creative and innovative responses to families' needs and keep high-quality records and assist with the preparation of reports.

### **SUPPORTING FAMILIES**

- Act as a point of contact for families in need of support.
- Establish and foster good relationships with parents.
- Promote the self-esteem of parents and help them to communicate openly.
- Discuss issues, e.g. difficulties at home, with parents in a confidential manner and in accordance with the school's Policies.
- Support inclusive practices, focussing on preventative and early intervention measures.
- Support vulnerable and 'at risk' pupils and families in a manner appropriate for individuals' needs.
- Share information on practical childcare and parenting skills with families who request it.
- Facilitate group family support sessions and conduct them in a positive, holistic and confidential manner.

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- Be knowledgeable of the range of agencies available locally; working with them directly or signposting parents towards suitable assistance.
- Actively promote the family support services provided by the school.
- Ensure information is relayed to the DSL as appropriate and in accordance with the school's Safeguarding Policy.
- Participate in training events as required to ensure your knowledge is up-to-date and reflects good practice advice.

### **SUPPORTING PUPILS**

- Complete common assessment forms with families to ensure they receive appropriate support.
- Liaise with teachers, the headteacher, SENCO, DSL and any other relevant persons regarding pupils.
- Provide pastoral support to pupils as required.
- Establish good relationships with pupils, acting as a role model and setting high expectations of pupils.
- Assist with the development of behaviour plans to ensure pupils have the support in place to positively engage with learning.
- Promote inclusion and acceptance in accordance with the school's policies.
- Encourage pupils to interact and engage with activities and learning, and develop pupils' confidence and self-esteem.
- Under guidance from teachers, provide feedback to pupils in relation to their progress and achievement to help them make meaningful and positive progress.
- Provide one-to-one support for pupils as and when required, including during typically more stressful times such as the lunch period.

### **SUPPORTING THE SCHOOL**

- Be aware of, and comply with, all policies and procedures relating to child protection, health and safety, security and data protection.
- Report all concerns to the headteacher and conduct progress meetings surrounding action plans for improving the school environment.
- Contribute to the overall aims and vision of the school.
- Establish and maintain effective working relationships with colleagues.
- Assist in the planning of opportunities for pupils outside of the school.
- Provide advice and guidance to staff, pupils, parents and others.

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### **SUPPORTING STAFF**

- Assist in supporting learning through intervention measures.
- Support senior leaders by identifying possible underachievement linked to poor attendance or other barriers.
- Assist in the implementation of behaviour plans and other support plans.
- Create and maintain a positive learning environment.
- Work with teachers to employ strategies to support pupils' achievements and learning goals.
- Report pupils' areas for development to the headteacher.
- Promote good pupil behaviour and deal with conflicts and incidents in line with the school's policies.

### **ADMINISTRATION**

- Take a lead role in the development and maintenance of record/information systems in relation to attendance.
- Respond to and conduct correspondences with parents regarding their child's needs, which may involve complex matters.
- Manage complex attendance procedures, e.g. liaising with the SBM, preparing information for court prosecutions, visiting parents, and making sure parents understand their responsibilities regarding their child's education and their child's regular attendance.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Be responsible for the completion and submission of complex forms, returns, etc., including those to outside agencies, e.g. persistent absence reports.

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

*This job description and allocation of particular responsibilities may be amended by agreement from time to time, and will be reviewed on an annual basis.*

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