



Pastoral Advocate (Primary Phase)

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment. Appointments will be subject to an advanced DBS disclosure.

Red Kite Learning Trust is an equal opportunities employer and welcomes applications from people of all backgrounds. We are committed to building a diverse workforce that reflects the communities we serve and to fostering a positive, inclusive culture that promotes equality, colleague wellbeing and professional development.

Role Summary

Role summary: The Pastoral Advocate (Primary Phase) plays a key role in supporting the wellbeing, engagement, attendance and personal development of pupils. Working closely with school leaders, teachers, families and external agencies, the postholder will help remove barriers to learning, promote positive participation in school life and ensure pupils receive the support they need to thrive both academically and personally.

The role focuses on building positive relationships with pupils and their families, providing early intervention and pastoral support and promoting a safe, inclusive and nurturing learning environment where every child can achieve their full potential.

Flexible Working: Red Kite Learning Trust recognises the importance of achieving a healthy work-life balance and is committed to supporting flexible working where possible. We welcome conversations about flexible working arrangements throughout the recruitment process. While the requirements of individual roles and service needs will be considered, requests will be reviewed fairly and on an individual basis to support both colleagues and our Trust.

Role Profile

Key responsibilities of the Pastoral Advocate (Primary Phase) include:

Pupil Wellbeing, Engagement and Progress

- Work with senior leaders and teaching staff to identify and respond to the needs of pupils who may require additional support, including disadvantaged pupils and those facing barriers to learning
- Support the monitoring of pupils' attendance, punctuality, wellbeing, engagement and progress
- Liaise with school staff, parents, carers and external agencies to ensure appropriate support is in place for pupils' social, emotional, mental health and wellbeing needs
- Contribute to strategies that promote engagement, participation, achievement and positive attitudes towards learning
- Support pupils in developing confidence, resilience, independence and self-esteem
- Maintain awareness of pupils who may be vulnerable and contribute to plans that support their success and wellbeing

Pastoral Support and Inclusion

- Build positive, supportive and trusting relationships with pupils
- Provide guidance and pastoral support that enables pupils to feel safe, valued and included
- Promote high expectations for conduct, attendance, engagement and behaviour in line with school policies
- Support the consistent implementation of the school's behaviour and inclusion procedures
- Work with pupils individually and in small groups to support their wellbeing, emotional development and successful participation in school life
- Support pupils in developing self-awareness, self-regulation, positive relationships and social skills
- Recognise and celebrate achievement, effort and personal success to raise aspirations and promote a positive school culture
- Support attendance improvement through effective monitoring, communication and intervention strategies
- Work directly with pupils and families to identify and address barriers to attendance, engagement and learning



- Coordinate and contribute to activities that enhance pupils' personal development, social skills and wider life experiences
- Promote pupils' understanding of personal safety, healthy relationships, wellbeing and age-appropriate safeguarding themes
- Maintain positive working relationships with relevant external agencies and professionals to secure appropriate support for pupils

Family Engagement, Safeguarding and Partnership Working

- Develop positive and constructive relationships with parents, carers and families
- Act as a key point of contact for families requiring additional support
- Facilitate effective communication between home and school to support pupil wellbeing, engagement and progress
- Signpost families to appropriate support services and agencies where required
- Work collaboratively with colleagues and external professionals to secure the best possible outcomes for pupils
- Attend and contribute to meetings, reviews, case conferences and multi-agency support arrangements as required
- Safeguard and promote the welfare of children and young people in accordance with statutory guidance, school policies and Trust procedures
- Identify, record and report safeguarding concerns promptly and appropriately
- Maintain accurate, confidential and timely records of interventions, support and communications
- Support pupils and families through periods of challenge, transition or additional need

Wider School Contribution

- Support supervision duties, including breaktimes, lunchtimes and other times as directed
- Assist with educational visits, enrichment activities, community events and wider school initiatives
- Support intervention programmes and alternative or catch-up provision where appropriate
- Undertake first aid responsibilities where trained and required
- Contribute positively to the school's values, culture and inclusive ethos
- Attend relevant meetings, training and professional development activities
- Carry out other duties appropriate to the grade of the post as reasonably requested by the Headteacher/Principal

Duties specific to this school setting

- N/A

Trust-wide Responsibilities

- Contribute to the **mission, values and goals** of Red Kite Learning Trust
- Comply with all Trust and school policies and procedures including safeguarding, health and safety, confidentiality and data protection
- Attend and participate in relevant Trust meetings and activities
- Ensure safeguarding procedures are followed and applied effectively at all times

The role holder must demonstrate a flexible approach to the role and may be required to undertake duties not specifically identified in this profile, provided they are consistent with the general scope, grade and responsibilities of the post.

People Profile

Qualifications, Knowledge and Experience

Essential

GCSE Grade 4/C or above in English and Mathematics, or equivalent qualification

Experience of working with children or young people

Understanding of safeguarding and child protection responsibilities

Understanding of factors that can affect pupils' wellbeing, attendance, engagement and achievement



Experience of building positive relationships with pupils, families and colleagues
Experience of working collaboratively with colleagues and external professionals
Ability to maintain accurate records and manage sensitive information appropriately
Commitment to ongoing professional learning and development
Desirable
Relevant qualification in education, childcare, child development, youth work, counselling, family support, mental health or a related field
Experience of working within a primary school environment
Experience of planning and delivering interventions that support pupils' social, emotional and personal development
Experience of mentoring, coaching or supporting children and young people
Experience of supporting pupils with social, emotional and mental health needs
Experience of attendance support, family engagement or pastoral intervention
Knowledge of early help processes and multi-agency working
Understanding of SEND and inclusive practice
Paediatric or Workplace First Aid qualification
Relevant safeguarding, wellbeing or behaviour training
Personal Attributes
Essential
Able to build positive, trusting and respectful relationships with pupils, families and colleagues
Able to communicate clearly and effectively with a wide range of people
Compassionate, empathetic and child-centred in approach
Able to encourage, motivate and support pupils to achieve positive outcomes
Committed to inclusion, equality and valuing the individuality of every child
Able to remain calm, resilient and professional when responding to changing situations
Well organised and able to manage a varied workload effectively
Able to work independently and collaboratively as part of a team
Able to maintain confidentiality and professional boundaries
Committed to safeguarding and promoting the welfare of children and young people
Commitment to Safeguarding and Promoting the Welfare of Children and Young People
Essential
An appropriate motivation to work with children and young people



Ability to maintain appropriate relationships and personal boundaries with children and young people
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline

