



Tudor Grange Academies Trust

## Primary Pastoral LSA

### Job Description

#### Core Purpose

As a valued part of our pastoral team, you will work closely with pupils, teachers, and parents to support the emotional and social development of our children. You will provide one-on-one and group support to help students develop emotional literacy skills and implement tailored interventions to address specific emotional and social needs. You will provide proactive and reactive support to regulate and support children when required throughout the school day reporting and maintain relationships with families.

Additionally, you will monitor and assess pupils' progress and adjusting support plans as needed. You will maintain accurate records and report on students' progress documenting their development. There may also be a requirement to work with pupils with Education, Health and Care Plans or additional educational needs throughout the Key Stages in the Primary Phase.

#### Core professional qualities

- Experience working with Primary aged children is essential
- Strong understanding of child development, emotionally literacy, PACE and Trauma Informed Practise
- Ability to raise aspirations to ensure the best possible outcomes
- Excellent communication and interpersonal skills
- Be a team player who can work collaboratively as part of a team and independently using your own initiative

#### Core Responsibilities

- **Support pupils** with physical, emotional, and/or educational needs in accordance with school policy to meet the school's aims
- **Plan and deliver** individualised programmes of support for children to develop their emotional literacy
- **Develop and deliver** emotional literacy programs and activities.
- **Promote positive** behaviour patterns, raise self-esteem, and improve independent working in pupils
- **Liaise with** external agencies and professionals when necessary
- **Communicate with Parents** effectively to build a sense of belonging for all families

### Specific Responsibilities as a Pastoral LSA

- Plan and deliver individual or small group sessions tailored to pupils' emotional needs.
- Use evidence-based strategies and resources to support emotional development.
- Support Emotional Literacy Development
- Help pupils understand and manage their emotions.
- Respond proactively and reactively to help regulate children when required using a PACE approach
- Teach skills such as emotional regulation, empathy, and social interaction.
- Work Collaboratively with all staff, children and parents
- Liaise with teachers, SENCOs (Special Educational Needs Coordinators), and other staff to identify pupils needing support
- Provide feedback and updates on pupil progress
- Create a Safe and Supportive Environment
- Establish trusting relationships with pupils and parents
- Maintain a calm, confidential, and non-judgmental space for emotional expression, whilst maintaining boundaries, in line with our school behaviour policy
- Monitor and Record Progress
- Keep accurate records of sessions and pupil progress
- Use assessment tools to evaluate the impact of intervention
- Promote Positive Behaviour and Wellbeing
- Support pupils in developing coping strategies and resilience
- Encourage positive self-esteem and confidence
- Engage with Parents and Carers
- Communicate effectively and pro-actively with families to support a consistent approach between home and school
- Offer guidance and signpost to external support services when needed
- Engage with Professional Development
- Engage in ongoing training to stay updated on best practices in emotional support
- Be fully aware of priorities within the Safeguarding priorities of KCSIE
- Follow school safeguarding policies and procedures
- Maintain confidentiality while ensuring pupil safety

**Line Manager**

Deputy Head Teacher of Primary