



| JOB DESCRIPTION | |
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| Job Title | Pupil & Family Support Lead |
| Grade/Point | Grade 5/Point 12 - 16 |
| Directly Responsible to | Headteacher |
| Accountable to | CEO, Trust Board |

| JOB PURPOSE |
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| <p>Under an agreed system of supervision: take a lead role within the school to address the needs of pupils, parents and families to enable children to overcome barriers to learning and achievement.</p> <p>To deliver pupil and family support within the school setting for children in all Key Stages as appropriate; to organise and deliver training to school staff; and to support children, young people and their families to enable them to maintain or return to stable emotional well-being. Duties are carried out in accordance within set standards and procedures.</p> |

| KEY RESPONSIBILITIES | |
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| Role Accountability | End result |
| Main Duties | <ul style="list-style-type: none"> To take a lead role in supporting vulnerable children and families within school. To support the identification of pupils who are at risk of underachieving due to factors related to the home and in school. To work with the Deputy Head to provide additional provision to match needs of vulnerable pupils and their families. To take the lead in monitoring and maintaining good attendance and punctuality of pupils. To provide a proactive link between home and school to develop positive relationships and support school policies. To have a significant role alongside the Deputy Headteacher in promoting the pastoral and welfare development and needs of pupils working in partnership with multi-agency services as appropriate. To contribute towards school initiatives and events through promoting positive engagement of pupils and families. To support the successful integration of new pupils and their families to the school. To support on safeguarding; hold the position of Deputy Designated Safeguarding Lead (DDSL). |
| Safeguarding Children and Safer Recruitment | <ul style="list-style-type: none"> Take a Deputy role as a Designated Safeguarding Lead in ensuring that the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff and volunteers. Take a Deputy role in ensuring that sufficient resources and time are allocated to the Designated Safeguarding lead role and support other staff to discharge their responsibilities, including participating in other inter-agency meetings and contributing to the assessment of children. Take a Deputy role to ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices. Promoting the safety and well-being of pupils and staff through the implementation of relevant policies. Ensuring good order and discipline amongst pupils and staff. |
| Support for Pupils | <ul style="list-style-type: none"> To provide strategies and direct support in order to remove internal and external barriers to learning that are preventing individuals or groups of pupils from fulfilling their potential, and in doing so contribute to raising standards. To support the identification of “at risk” pupils To develop effective links between home, school, other schools and the community which will enhance the monitoring and support for pupils’ achievement To lead on Early Help assessments and meetings, liaising closely with other multi-agency professionals regarding all aspects of safeguarding To work in partnership with the SENCo and Deputy Headteacher to identify the needs of pupils and their families and plan the appropriate provision to achieve the best outcomes for all parties To be part of a team of staff to effectively support all pupils in order to achieve their potential, by providing a positive link between home and school To contribute to raising engagement and well-being of pupils through individual and group work |

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| | <ul style="list-style-type: none"> • To develop effective working partnerships with outside agencies and providers to ensure effective levels of support to maximise pupil engagement and progress • To develop parent support groups within the school which have a specified focus to meet needs of pupils and parents. |
| Attendance | <ul style="list-style-type: none"> • To take a lead role in monitoring attendance, liaising with the school office and the school's Education Welfare Officer with regard to pupils' support and contact. • To liaise with teaching and support staff to ensure continuity of care, support and guidance for learning for identified pupils and ensure that work is taken home for pupils who are not able to attend school. |
| Mentoring, Supervision and Development | <ul style="list-style-type: none"> • Contribute to the overall ethos, work, aims' of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. • Participate in relevant professional development and training days/events as requested. |
| Behavioural and Pastoral | <ul style="list-style-type: none"> • Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable. • Understand and implement school child protection procedures and comply with legal responsibilities. • Assist in maintaining good discipline of pupils throughout the school and supervise pupils on planned visits and journeys. • Provide support and assistance for pupil's pastoral needs, for example, dressing, caring for sick, injured or distressed pupils. • Provide physical support and maintain personal equipment used by the pupils at the school. Administer medication as agreed. • Supervise pupils in the playground and plan and organise play time activities. • Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links. • Work in partnership with other internal and external colleagues and professionals sharing and coordinating resources. |
| Curriculum Support Admin and Organisation | <ul style="list-style-type: none"> • Provide regular key information to the Headteacher, Management Team and staff. • Support the Headteacher by providing information for school improvement and OFSTED Inspectors during Inspection. |
| Standards and Quality Assurance | <p>The Post Holder will:</p> <ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school and children's centre and take pride in the site • Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard assets, financial probity and the reputation of Bantock Primary. • Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunity and data protection, reporting all concerns to an appropriate person • Ensure that they keep informed of developments in school by reading the newsletter, the noticeboard, staff handbook, policies and curriculum documentation. • Develop constructive relationships and communicate with other agencies/professionals • Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated. • Share expertise, skills and liaise with others • Participate in training and other learning activities and performance development as required • Be skilled users of ICT and keep their ICT skills up-to-date. • Access and efficiently utilise school-based systems. • Understand the importance of teamwork and team-building techniques that enable teams to perform effectively. • Set a good example in terms of dress, punctuality and attendance by following the school code of conduct • Attend and participate in staff training and team and meetings where appropriate • Appreciate and support the role of other professionals • Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. • Be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. • Undertake any other duties which may be reasonably regarded as within the nature of the post. • May make a contribution to the wider life of school. |

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| Equal Opportunities | Implement the Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations. | | |
| Health and Wellbeing | Uphold and contribute to the culture, ethos and environment by promoting the health and wellbeing of pupils and staff through the 'hidden' and/or the informal curriculum, including leadership practice, the school's policies, values and attitudes, together with the social and physical environment. | | |
| Health and Safety | Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. | | |
| Data Protection | It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the GDPR 2018 for the security, accuracy, and significance of personal data held on such systems. | | |
| Amendments of Job Description | The particular duties and responsibilities listed below may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary. They may be amended only after consultation and approval of the Trust Board. In the exceptional situation of mutual agreement not being achieved, the individual teacher, or Headteacher, will be able to pursue this matter in accordance with grievance procedures | | |
| <i>The post holder is expected to undertake, within the Conditions referred to above and they do not include or imply any voluntary duties. This job description will be reviewed annually (or at another appropriate time) and may be revised following discussion to reflect the changing needs of the school or the post holder.</i> | | | |
| Pupil & Family Support Lead Signature | | Date | |
| Headteacher Signature | | Date | |