



Pebble Brook School: Role Description Support Staff

Title of Post	Pastoral Lead
Grade Range	Bucks Pay Range 4 to 6 (Dependant on Experience)
Reporting to	Deputy Headteacher
Date	January 2026
Time/Hours	37 hours per week (term time + Plus 2 weeks)

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to:

- Support the aims and ethos of the school
- Demonstrate the school values of integrity, independence and inclusivity
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Attend team and staff meetings as appropriate, contributing actively whenever possible
- Provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors to establish positive relationships
- Contribute to the school's priorities by forming positive relationships within the school community and working collaboratively with colleagues as appropriate
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

Pastoral Care

- Establish productive working relationships with students to support their learning
- Provide pastoral care to support their wellbeing, emotional and social development



Pebble Brook School: Role Description Support Staff

Communication

- Liaise with Designated Safeguarding team and teaching team on behavioural issues and support follow-up
- Liaise with external agencies such as CAMHS, police, social care, outreach workers and family support agencies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance and supporting home-to-school community links
- Work with the attendance team to establish reasons for absences and work with parents and carers to support and minimise absence where possible
- Establish relationships with school staff and provide effective communication where necessary about behavioural and safeguarding issues

Administration

- Administration of case notes and supporting documentation as necessary including investigations of incidents
- Ensure electronic safeguarding file record keeping is kept up to date and in a timely manner
- Ensure all student files and contact logs are accurate and up to date in accordance with relevant school policies
- Refer and record students to appropriate intervention - both internal and external

Safeguarding

- Be an initial contact for students when concerns are raised by students or staff, as required by the Safeguarding Team
- Contribute to the safeguarding team's weekly meetings, staying up-to-date with concerns and keeping abreast of emerging issues
- Liaise with the Designated Safeguarding Lead in terms of appropriate action and deadlines with safeguarding issues
- Attend external safeguarding meetings e.g. CP, CIN or TAF alongside the Designated Safeguarding Lead
- Carry out welfare checks for students as applicable and as directed
- To keep up to date with training and contextual issues within the area of safeguarding



Pebble Brook School: Role Description Support Staff

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications (or equivalent)		X
3. Intermediate ICT training in Google programmes		X
4. Designated Safeguarding Lead Training (or any type of safeguarding training)		X
Experience		
5. Experience of a mentoring role in an education context		X
6. Experience of running effective administrative and clerical systems		X
7. Experience of using SIMS, BromCom and/or CPOMS		X
8. Working with children, young people, parents and families preferably within an education context		X
9. Working as a part of a team, as well as on your own initiative	X	
Knowledge		
10. Knowledge of school systems and procedures		X
11. Demonstrate an understanding of issues linked to confidentiality and demonstrate high moral standards	X	
Skills		
12. Ability to communicate effectively both orally and in writing	X	
13. Ability to prioritise and meet tight deadlines	X	
14. Excellent attention to detail	X	
15. Excellent telephone manner	X	
16. Ability to use IT systems effectively to produce reports and record information	X	
17. Demonstrate an ability to cope with stressful/conflict situations	X	
18. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
19. The flexibility to adapt to changing workload demands and new school challenges	X	
20. Personal commitment to continuous self-development	X	
Personal Qualities		
21. Good role model	X	
22. Strong interpersonal skills	X	
23. Energetic, creative and enthusiastic	X	
24. Co-operative, flexible and responsible	X	
25. Able to prioritise and work under own initiative	X	
26. Reliable, well organised and committed to high standards	X	
27. Accurate with a good eye for detail	X	
28. Able to maintain confidentiality	X	