



PERSON SPECIFICATION

JOB TITLE: Pastoral Lead

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • Level 3 Teaching Assistant qualification or equivalent • GCSE or equivalent level, including at least a Grade C in English and maths 	
Experience /knowledge	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health) • Experience supporting and working with parents of young people with additional needs • Experience planning and delivering targeted interventions • Experience working with colleagues and external stakeholders (e.g. from external agencies) • Knowledge and understanding of the importance of the school's Child Protection and Safeguarding, Health and Safety, Behaviour policies • Understanding of and commitment to work within the scope of the school's equal opportunities policy 	<ul style="list-style-type: none"> • Min 1 years working within a primary school setting • Experience within this type of role.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good listening skills • Well organised and practical • Ability to work as part of a team • Effective written and verbal communication skills • Knowledge of the barriers to learning that pupils may face • Tailoring plans and interventions to individual pupils • Able to use IT systems and to conduct analysis and produce reports • Able to create good relationships with children, staff, parents and external agencies • Knowledge of available support services in the local area • Safeguarding of children and young people • Able to deal with sensitive information in a confidential manner 	
Additional Factors	<ul style="list-style-type: none"> • Have a caring and positive nature • Prepared to undergo training appropriate to the post • Work in line with the school's behaviour policy • Work within the guidelines of the Safeguarding Children and Young People's • Willingness to attend and participate in meetings with SLT • Ability to monitor and evaluate pupil progress • Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures. 	



JOB DESCRIPTION

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PURPOSE OF POST

To enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

RESPONSIBLE TO

SENDCo/ Deputy Head / Headteacher

DUTIES AND RESPONSIBILITIES:

Working with pupils

- Identify strategies to help overcome individual pupils' barriers to learning
- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions
- Co-ordinate the development of pupils' individual support plans and review ongoing progress towards set goals
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy
- Organising and running small group work

Working with staff

- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual pupils' behaviour
- Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions
- Work with the SENDCO to identify pupils in need of additional support and to develop individual support plans
- Work with senior leaders to develop whole-school pastoral care policies and action plans
- Participate in senior leadership meetings, as required

Working with parents/carers and external agencies

- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance

- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

This job description may be amended at any time in consultation with the postholder.

ARRANGEMENTS FOR APPRAISAL OF PERFORMANCE

The role of the Pastoral Lead will be monitored through the school's performance management programme and by members of the SLT.

Signatures

Signed (Postholder). Date:

Signed (Headteacher) Date: