



# Charlton CE Primary School

## JOB DESCRIPTION

SCHOOL	Charlton Church of England Primary School
JOB TITLE	Pastoral Lead
GRADE	Aquila Pay Level d
REPORTS TO	Headteacher
DATE	September 2024

### JOB PURPOSE

To engage with parents / carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils. To assess, implement and monitor action plans to support individual students. To liaise with and undertake referrals to other agencies as appropriate.

### MAIN DUTIES AND RESPONSIBILITIES

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication.
2. Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child's progress.
3. Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting.
4. Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
5. To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
6. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school – including liaising with other agencies to plan and develop family related activities.
7. To signpost families to sources of advice and undertake referrals to other agencies as appropriate as directed by the Headteacher.
8. To develop and promote partnerships with other agencies to ensure pupils and families are able to access appropriate supports.
9. To support individual students and families following exclusion or suspension from school to ensure appropriate strategies are in place to assist their reintegration to the school.



## Charlton CE Primary School

10. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
11. To act as a deputy Designated Safeguarding Lead. This may include attending conferences and core group meetings.
12. To coordinate the pastoral support of pupils in school alongside SLT, including Nurture UK and timetabling of Nurture groups and support.
13. To coordinate the use of Therapy Dogs in school, working with SLT to identify appropriate children.

### OTHER AREAS OF RESPONSIBILITY

To undertake lunch and break duties. You may also be required to support in class as needed.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

a

*'They will soar on wings like eagles ...'*

' Isaiah 40:31

**collaborate | enrich | trust | innovate | aspire | nurture**





# Charlton CE Primary School

<b>PERSON SPECIFICATION</b>
-----------------------------

Job title: Pastoral Lead

Reports to: Headteacher

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential or Desirable</b>
Knowledge and skills equivalent to national qualifications level 3.	E
Sound knowledge and understanding of child growth and development.	E
Knowledge of parenting needs of children	E
Knowledge of barriers to learning	E
Knowledge of the working practices and referral processes of relevant external agencies	D
Demonstrating an understanding of confidentiality and safeguarding / child protection issues in a school setting	E
Understanding of Nurture UK	D
Experience as a Designated Safeguarding Lead	D
<b>Technical Competencies (skills and experiences)</b>	
Previous experience of working with children and families In the public, private or voluntary sector	E
Experience in facilitating groups	E
Experience working within a multi-agency environment	D
Supervisory experience	D
<b>Personal Attributes</b>	
Take a personal responsibility for the standard of the work carried out	E
Excellent communication, listening and observation skills	E
A confidential approach to all school matters	E
Ability to deal with difficult/sensitive situations.	E
Organisational abilities and accurate record keeping skills	E
Ability to facilitate parenting skills	E
High level written communication skills, including report writing	E

Signed (Employee): .....

Dated: .....

Signed (Headteacher): .....

Dated: .....