



## Woodlands Primary School Job Description

**Title:** Pastoral Support Officer

**Responsible to:** Inclusion Manager

**Salary:** Kent Scheme 5

### **Purpose of the Job:**

To engage with parents / carers and families to support early intervention and guidance and to increase engagement with the school and improve learning outcomes for pupils.

To provide support for pupils with social, emotional and mental health (SEMH) needs.

To assist the Designated Safeguarding Leads (DSLs).

### **Key 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 measures to address this.
6. To work with the Headteacher / Inclusion Manager to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning/welfare.
7. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
8. To signpost families to sources of advice and guidance within the local community and via other agencies.
9. To liaise with other agencies supporting families and assist with referrals as appropriate.
10. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
11. Liaise with the school's DSLs to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity.
12. To prepare reports and represent the DSLs at meetings as required.

13. Review and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. To support identified pupils with SEMH needs, promoting positive behaviour patterns, raising self-esteem and improving engagement and independence.
15. Be an active member of the Wellbeing Team and carry out the duties of a Mental Health First Aider.
16. To act as a school co-ordinator for bereavement support, including updating the school Bereavement Policy.
17. To assist the Inclusion Manager and Headteacher in supporting staff, parents and pupils as required.

**Safeguarding**            **Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Appraisal Process.

Date:

Signed:

**Person Specification: Pastoral Support Officer**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Knowledge and skills <b>equivalent</b> to national qualifications level 3.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children and families in the public, private or voluntary sector.</li> <li>• Experience of facilitating groups.</li> <li>• Experience of dealing with social, emotional and mental health issues</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication, listening and observation skills.</li> <li>• Ability to deal with difficult/sensitive situations.</li> <li>• Ability to manage confidential information.</li> <li>• Organisational abilities and accurate record keeping skills.</li> <li>• Ability to facilitate parenting skills.</li> <li>• Good inter-personal skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of child growth and development.</li> <li>• Knowledge of the parenting needs of children.</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of barriers to learning.</li><li>• Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.</li></ul>
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