



St Joseph's Catholic Primary School

Pastoral Support Job Description

Post Holder:	
<i>The description of the duties, responsibilities and accountabilities for the post of Pastoral Support at St Joseph's Catholic Primary School.</i>	
Responsibility Areas	To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, support pupil wellbeing and home/school relationships.
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	Implement agreed school policies and guidelines.
	Administration <ul style="list-style-type: none"> ▪ Ensure daily attendance registers are accurate and complete, and following up with staff members about any incomplete data; ▪ Undertake first day calling for pupils with no explained absence; ▪ Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with KCSP policy and procedures; ▪ Report weekly attendance figures to the Headteacher; ▪ Manage attendance returns for the school census; ▪ Manage the process of issuing penalty notices to parents/carers; ▪ Maintain accurate records of communications with parents/carers and relevant interventions; ▪ Build and refresh knowledge of the school's MIS (Arbor) and other relevant systems; ▪ Supporting the main school office with general administrative duties/covering in the event of colleague absence.
	Monitoring and reporting <ul style="list-style-type: none"> ▪ Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern; ▪ Track attendance of vulnerable groups of pupils and share information with school leaders; ▪ Identify pupils that need additional support to improve their attendance; ▪ Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils; ▪ Work with school leaders to develop an attendance action plan; ▪ Work with the Attendance Manager for KCC and send reports as requested.
	Working with pupils <ul style="list-style-type: none"> ▪ To promote and encourage positive attendance by supporting the wellbeing of pupils; ▪ Support individual pupils by breaking down barriers; ▪ To deliver interventions to 1:1 or small groups of pupils such as ELSA/Draw and Talk/Lego Therapy; ▪ Daily lunch duty for 30minutes enabling play-based activities on the playground.
	Working with parents/carers <ul style="list-style-type: none"> ▪ Coordinate meetings with pupils and parents/carers to implement interventions and track progress; ▪ Build positive relations with parents/carers to encourage family involvement in their child's attendance; ▪ Carry out home visits, where necessary, to address attendance concerns for individual/groups of pupils.
	Professional development <ul style="list-style-type: none"> ▪ Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school; ▪ Take part in the school's appraisal procedures; ▪ Future progression within the role could include training as a Designated Safeguarding Lead, working as part of the school's safeguarding team.



St Joseph's Catholic Primary School Pastoral Support Job Description

	Other duties arising; related to the post as discharged by the Senior Leadership Team.
Accountable to	Headteacher
Salary range	KSB

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Pastoral Support Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 2 or equivalent qualification or experience 	<ul style="list-style-type: none"> Understanding of health and safety in the workplace
Experience	<ul style="list-style-type: none"> Excellent written and oral skills Excellent ICT skills Excellent numeracy skills - experience of administrative systems/clerical and reception Commitment to provide highest quality service to all service users 	<ul style="list-style-type: none"> Experience of using Arbor
Knowledge and Understanding		<ul style="list-style-type: none"> Have a thorough understanding of DfE attendance guidance and KCSP Attendance Policy
Skills	<ul style="list-style-type: none"> Ability to work under own initiative Able to work as part of a team Ability to prioritise conflicting demands and pressures Excellent organisational skills Ability to work under pressure Highly developed interpersonal skills 	<ul style="list-style-type: none"> Ability to problem solve Ability to deal appropriately with a range of stakeholders Professional and efficient approach High expectations of self and others Willing to undertake training