****

**Job Description**

**Post Title: Pupil and Family Support Lead**

**Responsible to: Inclusion Leader**

**Job Purpose:** To work as part of a team to promote a whole school approach to enhancing the emotional health and wellbeing of pupils and families so that all children are able to access and benefit from the educational opportunities on offer.

**Task and Responsibilities**

**Leadership and Management**

* To have an oversight of a whole school approach to mental health and wellbeing, including its reflection in behaviour and wellbeing policies.
* To work with senior leaders to support and champion activities which promote safeguarding, emotional health and wellbeing across the school.

**Ethos, Vision and Values**

* To have an oversight of any mental health and wellbeing and the outcomes being delivered in school and the wider community.
* To play a key role in promoting positive behaviours and support pupils in developing successful relationships.

**Values**

* Promote Wellbeing at the heart of Lessness Heath.

**Enabling Pupil Voice**

* To ensure that all pupils have the opportunity to express their views or influence decisions.

**Staff Development**

* To provide advice and guidance to staff on how to support children’s SEMH needs within the classroom.
* To provide advice and guidance to staff on how to support their own wellbeing and that of others.

**Identifying Need and monitoring Impact**

* To assist in identifying needs, co-ordinating support or referral and monitoring impact of interventions.

**Working with Parents and Carers**

* To provide support and advice to families and help develop parenting skills by signposting to appropriate agencies.

**Targeted Support and Referral**

* To carry out interventions.
* To determine potential risk and co-ordinate early intervention as appropriate.
* To establish effective partnerships with early intervention services and other organisations.
* To ensure pupils have timely access to effective mental health support when needed.

**Other Duties**

* To work collaboratively with SLT within school and a range of outside agencies to improve outcomes for pupils.
* To assist in tackling under achievement for all children by working with parents to enable children to fully access their education.
* To carry out home visits if appropriate.
* To liaise closely with other school staff working with the family and share information as appropriate.
* To keep records and all documentation pertaining to meetings/contacts with children and their families.
* To participate in working groups or professional meetings as required for exchange of information and best practice.
* To maintain the WAS award for school.

**Other**

* To develop and maintain effective working relationships with staff, parents and carers.
* To ensure a high level of confidentiality is maintained in all aspects of working with children and their families.
* To contribute to the maintenance of a safe and healthy environment.
* To be knowledgeable about local resources and opportunities which can be shared with families.
* To undertake training, as requested, in order to carry out duties of the post in an informed and effective manner.
* To participate in and support the professional development of other staff as required.
* To undertake any other reasonable duties as requested by the Headteacher.

**Person Specification**

**Pupil and Family support Lead**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Child Protection and safeguarding training if not current that a willingness to undertake this training |  |
| **Knowledge**  **and**  **experience** | * Experience of working with a range of professional agencies * Experience of working effectively with colleagues across the school setting * Knowledge and experience of procedures relating to child protection, health and safety and confidentiality * Understanding of the social, emotional and educational development issues primary aged children may encounter | * Working with children and families |
| **Abilities and**  **Attributes** | * Proven ability to build positive relationships with colleagues, children and families * Ability to support the work of designated safeguarding leads * Desire to promote and support the wider work of the school * Good listener and effective communicator * Flexible, organised and efficient * Able to use initiative as well as work as part of an effective team * Patient, reliable and conscientious * Able to motivate and inspire others * Able to provide a good role model for others * To have up-to date knowledge of best practice in field of young people’s mental health |  |