



**The Castle Partnership Trust**  
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## Wellesley Park Primary School

### Pastoral Support Lead



**Job Description and Person Specification**  
**WELLESLEY PARK PRIMARY SCHOOL**

## PASTORAL SUPPORT LEAD

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| <b>Responsible to:</b>      | Headteacher/DeputyHead/SENDco  |
| <b>Disclosure Level:</b>    | Enhanced   |
| <b>Liaising with:</b>       | School leadership team, teaching/support staff, colleagues across The Trust, external agencies, organisations, individuals, parents. |
| <b>Working Time:</b>        | 8:30-3:45 – term time + 3 INSET DAYS   |
| <b>Terms of employment:</b> | Permanent  |
| <b>Salary Scale:</b>        | Grade 13   |

### Role Purpose:

To support the vision and strategic direction of Wellesley Park Primary, by providing outstanding pastoral care that reduces barriers to learning, by working in partnership with teaching staff, families, carers and pupils in a school context. The underpinning value of the work is to ensure that every pupil achieves their potential through the provision of targeted support and intervention. The pastoral support Lead will also ensure that the most disadvantage pupils have full access to the educational and extended school opportunities we have to offer; helping them to overcome barriers to learning and/or participation.

### Main duties and responsibilities

Contribute to the acceleration of achievement and progress throughout the school, by working closely with Head Teacher, Deputy Head Teacher, school staff and parents.

To have the confidence and ability to make contact with families in their own homes and elsewhere, to establish the reasons impacting on the attainment, progress, attendance and wellbeing of individual pupils and agree a plan, using appropriate strategies.

Promote positive attitudes when working with families, towards education, ensuring that parents are made fully aware of their statutory responsibilities.

Establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

Work in partnership with parents, to strengthen parental capacity and family relationships and to increase parental engagement in their children's education.

Initiate the appropriate completion of early help assessments (EHA). Signposting and referring parents to other services, delivered by other agencies.

Liaise and work with other professionals, when appropriate and as directed.

Maintain a working knowledge of the statutory framework relating to school attendance, child protection and special educational needs, to be able to offer informed advice to parents, school staff, and other stakeholders.

Participate in Team around the Child (TAC) meetings, SEND reviews, attendance panels and Team around the School (TAS) meetings as necessary.

Use IT systems to keep accurate and concise records of all work undertaken and produce reports, often to tight timescales, as required by the school and other professionals.

Ensure compliance of Data Protection at all times

Facilitate and manage the running of pastoral support during lunch and break times.

Provide first response support as necessary, supporting teachers, TAs and learners throughout the day as directed by SLT.

Monitor, track, evaluate and provide termly reports for all provisions to SLT.

Participate in Team Teach Positive Handling and de-escalation techniques.

To develop a bespoke provision for pupils with additional needs at Wellesley Park Primary, ensuring that they have the best possible chance of attaining their full potential.

## **Conduct**

To act in a professional and confidential manner with all school information.

To work co-operatively with others and to show commitment to the admin and technical team, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team.

To cover when other support staff are absent.

To promote the image of the school in all contact with the local and wider community, ensuring that Wellesley Park is fully inclusive.

Be patient, tolerant and understanding.

Be warm, engaging, friendly and approachable Be creative, motivated and hungry to do things differently.

Be organised and disciplined.

The pastoral support officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job, which are commensurate with the salary and job title.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the pastoral support offer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

| CRITERIA | ESSENTIAL QUALITIES | DESIRABLE |
|----------|---------------------|-----------|
|----------|---------------------|-----------|

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| <p><b>Qualifications and training</b></p> | <ul style="list-style-type: none"> <li>☐ Good standard of education – 5 GCSE's or equivalent</li> <li>☐ The ability to write to a good standard of literacy to include excellent report writing skills</li> <li>☐ Driver's licence and access to a vehicle</li> </ul>   | <ul style="list-style-type: none"> <li>- A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification</li> <br/> <li>- Current First Aid qualification</li> <li>- Team teach</li> </ul> |
| <p><b>Experience</b></p>                  | <ul style="list-style-type: none"> <li>☐ At least one year's related experience of work within a school with a similar role.</li> <li>☐ Direct experience of working with children and young people</li> <li>☐ Working as part of a team as well as using your own initiative</li> <li>☐ Working with professionals from other agencies and in multi-agency context</li> <li>☐ Using IT systems to compile reports as well as analysing statistical data for monitoring purposes</li> </ul> | <ul style="list-style-type: none"> <li>- Experience of developing and maintaining effective relationships with parents</li> <li>- Experience of a range of nurture-based interventions</li> </ul>  |

**Skills and knowledge**

- An understanding of the issues and problems that impact upon families which can generate difficulties
- Knowledge of the law relating to attendance and the role of parents, school and local authorities
- Ability to communicate effectively both orally and in writing with families and other professionals
- Ability to persuade and negotiate as well as good interpersonal skills
- Ability to use own initiative and work alone when necessary
- Ability to maintain accurate and up to date records
- Ability to meet tight deadlines and plan and manage own time effectively
- To be emotionally resilient and demonstrate an ability to be able to work effectively in a challenging environment or deal with difficult situations or individuals in a calm, fair but effective manner.
- Have the ability to build relationships with pupils and their families.
- The ability to work collaboratively within a multidisciplinary framework
- Create, maintain and develop relationships with families and professionals and to maintain professional boundaries
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- Experience of acting in a lead professional role

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| <p><b>Personal qualities</b></p> | <ul style="list-style-type: none"> <li>- A commitment to safeguarding and protecting the welfare of children.</li> <li>- Genuinely care for the well-being of children, parents and families.</li> <li>- Commitment to maintaining confidentiality at all times.</li> <li>- A commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>- A calm, courteous, flexible and professional approach, particularly when under pressure</li> <li>- Sense of humour</li> <li>- Ability to prioritise, manage demanding workloads and meet strict deadlines.</li> <li>- Ability to work as part of a team.</li> <li>- Smart and professional appearance.</li> <li>- To be punctual, reliable and trustworthy.</li> <li>- The expectation to contribute to the life of the school.</li> <li>- Be approachable and have empathy with people in a range of circumstances</li> <li>- A commitment to inclusive education</li> <li>- Adaptable, imaginative, creative and flexible in approach to work</li> </ul> | <ul style="list-style-type: none"> <li>- Willingness to be flexible with working hours to respond to the needs of the school.</li> </ul> |
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*The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.*

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_