



Cygnus Academies Trust

Job Description: Pastoral Support Advisor

School: Gravel Hill Primary School
Grade: BEX 08 Point 81 / NJC 15
Responsible to: Line Manager

Purpose of the Job:

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.

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. Signpost parents to relevant agencies and providers for support.
4. Share information from relevant agencies and providers on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance. Source workshops and advice to support parents in these areas.
5. Work with the office staff to be aware of new pupils and support these children and families in line with the schools in year transition process.
6. Encourage parental involvement in the school and its activities and facilitate delivery of a range of family related activities to promote parental involvement in the school in conjunction with other agencies
7. Work with families to support them in addressing issues which might be impacting on their child's learning, including attendance.
8. To lead Stay and Play sessions for parents and toddlers, to support the role of the school within the community.

9.

To deliver pastoral support with children as agreed in Inclusion Team meetings, and supporting children and families where behaviour is an issue, addressing ongoing concerns with children and families.

10. To undertake the role of Deputy DSL in liaison with the DSL and safeguarding team, to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity
11. Keep own DSL training up to date in order to carry out deputy DSL duties in relation to safeguarding and attend and contribute to Safeguarding Team meetings.
12. Produce written reports and keep records on CPOMS pertaining to meetings/contact with children and young people and their families, in order to ensure that informed decisions are made regarding the child's welfare.
13. Represent the school at Safeguarding meetings and other multi agency meetings, as agreed by the Headteacher.
14. Update and create Medical Care Plans in liaison with parents, adding to Arbor and amending to ensure the plans remain relevant. Work in conjunction with other school staff to ensure all medication in school (asthma inhalers, Epipens) is in date.
15. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to an appropriate person
16. Any other duties and responsibilities within the range of the salary grade.

Signed:

Role: PSA

Date:

Signed:

Role: Headteacher

Date:

Person Specification: Pastoral Support Advisor

	CRITERIA	
QUALIFICATIONS	Good standard of general education with competency in numeracy and literacy – essential	Essential
	Knowledge and skills equivalent to national qualifications level 3	Desirable
	Proven experience in a relevant field	Desirable
EXPERIENCE	Previous experience of working with children / families in the public, private or voluntary sector	Essential
	Experience of facilitating groups	Desirable
	Experience working within a multi agency environment	Desirable
	Supervisory experience	Desirable
SKILLS AND ABILITIES	Excellent communication, listening and observation skills	Essential
	Ability to deal with difficult/sensitive situations	Essential
	Ability to manage confidential information	Essential
	Organisational abilities and accurate record keeping skills.	Essential
	Good inter-personal skills	Essential
	High level written communication skills – including report writing	Essential
KNOWLEDGE	Sound knowledge and understanding of child growth and development	Desirable
	Knowledge of the parenting needs of children	Desirable
	Understanding of barriers to learning	Desirable
	Knowledge of the working practices and referral processes of relevant external agencies	Desirable
	Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting	Essential