

Job Description



Job description

Pastoral Officer

Grade:

F – 35 hours (Grade subject to experience)

Location:

Linacre Primary School

Responsible To: Headteacher

Responsible For: Improving attendance, Deputy DSL, improving pupil well being

JOB PURPOSE

1. Responsible for safeguarding and attendance of pupils -promoting the welfare of children & their families by delivering high quality interventions, acting as their single point of contact to ensure pupils are in school.
2. Deliver activities through the appropriate models and frameworks to engage parents to improve attendance
3. Deliver a range of activities to promote pupil well-being to support the emotional development of pupils.
4. Attend social care meetings on behalf of the school safeguarding team and report back.

MAIN DUTIES

Attendance

1. Liaise with the attendance administrative assistant on a weekly basis to monitor attendance and maintain awareness of who is on the Persistent Absence Register
2. Work co-operatively with Admin Team of school to ensure rapid response to pupils not in school – including home visits -ensuring a joined up approach
3. Meet with identified families to develop protective, supportive and needs led attendance support plans with clear targets
4. Review monthly and escalate in line with Attendance Policy as directed by the Attendance Lead
5. Effectively manage and progress a caseload to achieve reduced persistent absence outcomes based on a solution focussed approach

6. Increase parental engagement to ensure pupils attend school reducing the number of pupils on the PA register
7. Promote attendance within and beyond the school community through display, liaison with class teachers and families and social media including updating the attendance section of the website on a weekly basis

Safeguarding

1. Attend DSL training and be a Deputy DSL for the school working alongside the Safeguarding Team and acting accordingly in the absence of the DSL where needed
2. Undertake home visits to ensure that residents are safeguarded within the community.
3. Utilise IT systems to evidence the journey of change through recording and maintaining accurate case notes, family interactions and other records as specified through national guidance service requirements and in line with Sefton policies and procedures.
4. If appropriate, signpost parents to activities within the community to build resilience within the family.

Pastoral Support

As directed by the Pastoral Lead:

1. Deliver targeted activity working either on a 1-1 basis or in groups using Sefton's Wellbeing Toolkit or other strategies to support the child
2. Offer Wellbeing Extra Curricular activities/club

General

1. Maintain accurate records of all assessments, plans, actions, reviews and meetings using CPOMS system
2. Participate in conferences, reviews, meetings and other forums as required
3. Engage with appropriate CPD for role
4. Liaise with line manager to prepare reports for Governors.
5. Support other professionals as appropriate.

SPECIAL CONDITIONS

1. A casual car allowance mileage rate payable as appropriate.
2. The post holder will be expected to undertake home visits and if necessary transport children.
3. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](https://www.gov.uk/dbs).
4. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
5. Undertake, and participate in training, coaching and development activities, as appropriate.
6. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements. The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Date December 2023

Designation Linacre Primary School.