

## **Pastoral Support Officer – Early Help – Job Description**

**Pastoral Support Officer – Early Help - Grade 3 SCP 6 to 9**

**Part time (21 hours Mon to Weds)**

**Fixed term post from Monday 20<sup>th</sup> April 2026 – 31<sup>st</sup> March 2028 with the possibility for it to be extended depending on the needs of the school**

**Grade 3 SCP 6 to 9 (£24,796 - £25,989 pro rata) 39 weeks (actual salary £12,252 – £12,842)**

### **Main purpose of post**

- To work within the pastoral team under the direction of the Headteacher. The postholders will contribute to pupil wellbeing and in-school support.
- To work with the Headteacher, Designated Safeguard Lead, in providing the highest standard of pastoral care.
- The postholders will complete and support with administration tasks such as completion of EHAs, PSPs and TAFs and become the lead person for a number of TAFs.
- To act as one of the Deputy Designated Safeguarding Officers
- The postholder will be one of the key points of communication within the school for external agencies and parents/carers.
- The postholder will work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

### **Duties and responsibilities**

- Identifying needs and assessing students who require extra support through the EHA, PSP, TAF routes.
- Liaise with parents/carers to help address required interventions and necessary support.
- Work closely with external agencies/organisations, leading and contributing to meetings. This includes leading these meetings, e.g. TAFs, PSPs, initial EHA, etc.
- Collate data and paperwork relating to EHA, PSPs, TAFs.
- Work closely with students and staff in maintaining robust and accurate records of incidents, including statements, and appropriate actions taken.
- To make referrals to outside agencies where appropriate including supporting the school and students subject to Safeguarding referrals.
- To develop and implement Pastoral Support Plans under the direction of the SENCO, Headteacher and access the support using the Lincolnshire Ladder of Behaviour Intervention.
- As relevant, to complete all related administration work.

### **Professional development**

- 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

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) as a deputy DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school.

This list of responsibilities is not exhaustive.