



# Welton St. Mary's

Church of England Primary Academy

Welton St Mary's Church of England Primary Academy  
School Drive Welton Lincoln Lincolnshire LN2 3LA

## Pastoral Support Officer

**Part time - Fixed term post from 1<sup>st</sup> September 2024 – 1yr contract with the possibility for it to be extended**

**Grade 3 (£22,737 - £23,893 FTE) 30hrs per week (8.00am – 2.30pm) 39 weeks**

### Main purpose

- To work within the pastoral team under the direction of the Headteacher. The postholder 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 postholder will complete and support with administration tasks such as completion of EHAs, LAC paperwork, PSPs and TACs and become the lead person for a number of TACs.
- 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

#### **Attendance**

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern.
- Carry out the administration role of termly attendance letters and follow up meetings





# Welton St. Mary's

Church of England Primary Academy

Welton St Mary's Church of England Primary Academy  
School Drive Welton Lincoln Lincolnshire LN2 3LA

- To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

## Early Help

- Identifying needs and assessing students who require extra support through the EHA, PSP, LAC needs, and TAC 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. TACs, LAC, PSPs, initial EHA, etc.
- Collate data and paperwork relating to EHA, LAC, PSPs, TACs.
- 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.





# Welton St. Mary's

Church of England Primary Academy

Welton St Mary's Church of England Primary Academy  
School Drive Welton Lincoln Lincolnshire LN2 3LA

- To develop and implement Pastoral Support Plans under the direction 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.

