

# Pastoral Support Advisor

## Job Description

<b>Post Title</b>	<b>Pastoral Support Advisor</b>
<b>School</b>	<b>St Mary's Catholic Primary School, Penzance (with occasional deployment to St John's Catholic Primary School, Camborne)</b>
<b>Salary and Grade</b>	
<b>Line Manager(s)</b>	<b>The Headteacher</b>
<b>Supervisory responsibility</b>	<b>N/A</b>
<b>Contract Type</b>	<b>Fixed term - 31/08/2023</b>

### Job Purpose

- To develop good relationships with parents/carers of children at St Mary's and St John's and encourage parental involvement in both schools and their activities;
- To be proactive and inclusive in identifying needs, and support children and families with information, advice and guidance in parent-craft and children's upbringing. To prevent the risk of continued social/emotional behavioural problems leading to fixed term and permanent exclusion.
- To investigate concerns raised by parents, pupils and teachers as agreed by the Headteacher.
- To investigate concerns raised by parents, pupils and teachers in consultation with the Headteacher.
- To provide counselling, one to one or small groups for those children identified with the greatest need that is adversely affecting their learning.

### Main Responsibilities

- Establish and foster good relationships with all parents/carers of children at the schools. Build relationships with new parents and assist in induction sessions.
- Promote the self-esteem of parents/carers, and help them communicate openly and provide good parenting. Discuss, when necessary, in a confidential manner, difficulties at home.
- Support inclusive practice, focus work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families.
- Give pastoral/counselling support to pupils in both schools, as required.
- Participate fully in regular supervision sessions, staff appraisal and in-service training.

## Job Description continued



- Liaise with pupils' teachers and, if necessary, the school SENCOs, Headteacher, Designated Safeguarding Leads, Education Welfare Officer, or Behaviour Support Team (and other agencies) regarding issues that have arisen during the week and how to help and support the child and family move forward. Also to be involved with Common Assessment Framework (CAF) and safeguarding processes.
- Attend Team Around the Child and Professional Strategy meetings.
- Understand the impact of good attendance for the child.
- Share information on practical childcare and parenting skills.
- Be trained and facilitate group family support sessions using published materials.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to.
- Discuss with future secondary/past primary school (as appropriate and if necessary) the pupil's situation in a confidential manner to help the pupil progress.
- Actively promote the family support services provided.