

## Horn Park Primary School

### JOB DESCRIPTION

POST: Pastoral Officer (with responsibilities for attendance and safe guarding administration)

Scale APT&C 4

HOURS: 25 hours per week, 39 weeks per year

RESPONSIBLE TO: HEAD TEACHER

TO WORK TO: School Business Manager and Inclusion Leader

#### PURPOSE OF JOB

- To be responsible for all matters relating to attendance.
- To promote good attendance of pupils to enable them to learn effectively.
- To work with and support families by promoting home, school and other relevant resources.
- To undertake all administrative tasks pertaining to Inclusion

#### SPECIFICALLY

##### **Admin/office**

- To input data onto complex spreadsheets.
- To analyse data accurately as directed.
- To carry out all support activities relating to improving attendance
- To Work alongside Attendance Advisory Officers, school staff, pupils their families to improve attendance
- Record pupil attendance via the SIMS Attendance package
- Carry out 'First day response' telephone calls to parents of absent children
- Work with parent/carers in improving their child's attendance record and coordinating parental support where appropriate
- Undertake regular LA and Dfe returns
- Support admin team with matters relating to attendance and inclusion
- Undertake such other administrative duties in support of the work of the school as is commensurate with the level of responsibility of the post at the direction of the Senior Leadership team

##### **Inclusion/Safeguarding**

- To open and distribute SEN internal and external post and correspondence as appropriate.
- To undertake SEN filing and photocopying.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To ensure that all relevant information on SIMS is kept accurate and up to date.
- To assist or represent senior managers when requested at interagency or other professional meetings including Child Protection, Team Around the Child and Child in Need and to take minutes where necessary.
- Ensure that adults, who have regular contact with the children, have been checked by the DBS for convictions or inclusion on Barred List.
- Identifying concerns over a child and taking action to raise these concerns in the appropriate forum as part of 'staged intervention'.
- To identify and keep a register of vulnerable families within the school.
- To ensure the register of child protection children is always up to date.
- To refer child protection matters when appropriate.
- To undertake monthly LA return as procedure.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection Procedures.
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## **Parents**

- Build positive relationship with parents in school and develop a family friendly environment.
- Encourage active parental support in school and at home.
- Work closely with the Learning Mentor and Inclusion leader to support home visits/positive telephone calls/contact over absence, lateness and sensitive issues.
- Provide regular communication with parents to inform them of events and opportunities at the school.
- Build relationships with hard to reach parents.
- Deal with sensitive issues and be aware confidentiality; including knowing which procedure to follow when concerns arises, e.g. Child Protection
- Initiate and support strategies for involving parents in their children's learning.
- Providing individual support for families and, where necessary liaise with appropriate professionals in the field.
- Refer children and families to the relevant agencies where necessary.
- Provide information for parents on a range of topics as required.
- Attend parents' evening and other school events.
- To organise and lead Common Assessment Framework (CAF) and/or Team around Children (TAC), where appropriate.
- To ensure the child protection and looked after children list is accurate and regularly updated.
- To support the Inclusion leader with filing.
- To ensure paper copies of correspondence, emails and meeting notes are correctly stored in the main pupil files.

## **External Agencies**

- To initiate contact with other agencies on behalf of the school and parent/carers and to liaise with all parties on a regular basis.
- Collaborate with partners, such as health and social services, the community and other external agencies to help pupils and families overcome difficulties in family life, and outside the classroom, that affect learning.
- Work with the governing body to consult parents and the wider local community about provision and services.
- To liaise with the School Nurse as required.

### Other

- Liaise with the website designer to ensure an up-to-date record of the activities organised by the school is accurate.
- Keep up to date with recent developments in education with particular reference to parents and the community

### Continuing Professional Development - Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available, e.g. courses on accessing and writing bids for funding to ensure sustainability of the programme.
- Up-date child protection training (Level One) every three years.
- Maintain a professional portfolio of evidence to support the performance management process - evaluating and improving own practice.

### GENERALLY

1. To be responsible for promoting and safeguarding the welfare of children and young persons for whom you will come into contact with.
2. Maintain confidentiality at all times.
3. Promote the Council's Equal Opportunities policies in a manner compatible with the duties of the post.
4. Discharge the duties of the post with due regard to the provisions of the Health and Safety at Work legislation.

Signed by: Post Holder \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of Horn Park Primary School \_\_\_\_\_

Date \_\_\_\_\_