

Pastoral Support

Job Description

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School	Marsh Green Community Primary School, Kitt Green Road, Marsh Green, Wigan, WN5 0EF
Grade	G6 - Community / Pastoral Support Level 3
Reporting to	Headteacher / designated senior leader
Contract	37.5 hours per week, term time plus 1 week, working 39 weeks per year
Salary	Grade 6, £26,484 - £29,225 per annum.
Start date	Required for as soon as possible

Job purpose

To provide high-quality pastoral support across the school, with particular responsibility for safeguarding as a Deputy Designated Safeguarding Lead (DDSL), attendance, pupils with English as an Additional Language (EAL), medical needs and wider family support. The postholder will work closely with pupils, families, staff and external agencies to remove barriers to attendance, wellbeing, safety and learning.

Key relationships

The postholder will work closely with the Headteacher, DSL and DDSL team, senior leaders, SENDCo, School Business Manager, teaching and support staff, governors, pupils, parents/carers, Wigan Council services and relevant partner agencies.

1. Safeguarding - Deputy Designated Safeguarding Lead (DDSL)

- Act as a DDSL and support the DSL in promoting a strong culture of safeguarding throughout the school.
- Respond appropriately to safeguarding concerns, disclosures and referrals in line with school procedures, Keeping Children Safe in Education and local safeguarding arrangements.
- Maintain accurate, timely and confidential safeguarding records and support robust reporting, monitoring and transfer of child protection information.
- Contribute to Early Help, multi-agency meetings, child protection processes and other safeguarding work as required.
- Support staff to identify vulnerable pupils and ensure concerns are escalated promptly and appropriately.
- Contribute to the review and implementation of safeguarding policies, procedures, training and practice.

2. Attendance

- Work with senior leaders to promote excellent attendance and punctuality and a positive culture in which attendance is everyone's responsibility.
- Monitor attendance and punctuality information, identify emerging concerns and vulnerable pupils, and support timely intervention.

- Build constructive relationships with pupils and families where attendance is a concern, including first-day response, meetings, attendance plans and agreed follow-up actions as appropriate.
- Work with the local authority and external agencies where additional or statutory attendance support is required.
- Maintain accurate records and contribute to attendance reports, evaluation and improvement planning.

3. EAL

- Act as a key point of contact for pupils and families where English is an Additional Language, supporting a welcoming and inclusive transition into school.
- Work with teachers and the SEND/inclusion team to help identify pupils' language, pastoral and access needs and coordinate appropriate support.
- Help families understand school routines, expectations and available support, arranging interpretation or translated information where appropriate.
- Monitor the engagement, wellbeing and inclusion of EAL pupils and contribute to review of provision.

4. Medical and health support

- Coordinate and maintain appropriate school information relating to pupils with medical needs, working with families, staff and health professionals.
- Support the development, review and implementation of Individual Healthcare Plans and ensure relevant information is communicated appropriately to staff.
- Support safe arrangements for medicines, allergies and other medical needs in accordance with school policy and agreed procedures.
- Promote appropriate staff awareness and training relating to individual medical needs, emergency procedures and health-related attendance barriers.
- Maintain confidentiality and accurate records in accordance with school procedures and data protection requirements.

5. General pastoral and family support

- Provide responsive pastoral support, mentoring and targeted intervention for pupils experiencing barriers to wellbeing, behaviour, attendance or learning.
- Develop trusted, professional relationships with children and families, including those who may be vulnerable or hard to engage.
- Liaise with parents/carers regularly and encourage positive partnership with school.
- Act as a link with relevant agencies and community services, making or supporting referrals where appropriate.
- Plan and deliver workshops, small-group work or other targeted pastoral activities where these meet identified needs.
- Contribute to a calm, respectful and nurturing school culture and support pupils at times of transition or difficulty.
- Maintain accurate and up-to-date records and contribute to monitoring and evaluation of pastoral provision and its impact.

6. Whole-school responsibilities

- Contribute to relevant school policies, procedures and improvement priorities and support their effective implementation.
- Work collaboratively across the school and share relevant expertise with colleagues.
- Participate in supervision, appraisal, training and continuing professional development.
- Undertake appropriate health and safety training and comply with the school's health and safety requirements.
- Carry out other duties that are consistent with the nature, level and grade of the post, as reasonably directed by the Headteacher.

Safeguarding statement: Marsh Green Community Primary School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to the school's safer recruitment procedures, including appropriate pre-employment checks and an Enhanced DBS check.