

Job Description Lead Pastoral Support Practitioner



Responsible to:

Assistant Headteacher and SENCo, Headteacher and Deputy Headteacher

Purpose of the Role:

Supporting children's emotional development is an integral part of Hagley Primary and we pride ourselves in the pastoral support provided for our children and their families. Leading the continued development of this will be an essential part of the role. As a Pastoral Support Lead Practitioner your role will be to provide care and support for pupils and families with the aim of addressing barriers to learning through liaising closely with all school staff, parents/carers and any external agencies. You will be responsible for supporting children with their social and emotional development and implementing early intervention to address any challenges they may encounter enabling them to full access all aspects of school life.

You will work in a supportive role under the direction of the SENCo. As part of this role you will line manage a team of SEND teaching assistants. You will be required to utilise specialist skills and knowledge to implement the most appropriate support to meet the needs of a range of children and support your team.

Key Responsibilities

1. Pupil Support & Inclusion

- Work with pupils with additional needs as defined in the Code of Practice 2015
 - Promote the inclusion and acceptance of all pupils within the classroom
 - Establish productive working relationships with pupils and staff, acting as a role model and setting high expectations
 - Support pupils consistently whilst recognising and responding to their individual needs
 - Support children when dysregulated and apply de-escalation strategies
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2. Assessment, Intervention & Progress Monitoring

- Assess the holistic needs of pupils and use specialist skills to support access to education (assess, plan, deliver, review)
 - Support class teachers to complete assessments of pupils' pastoral needs
 - Use evidence-based interventions (e.g. Thrive, ELSA, Drawing and Talking Therapy)
 - Maintain records of intervention and provide progress reports
 - Monitor the effectiveness of interventions completed by other SEND TAs and guide their practice
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3. Pastoral Care & Wellbeing

- Be responsible for the online wellbeing assessment tool (e.g. Thrive)
 - Deliver termly wellbeing sessions to each class
 - Offer pastoral support during breaktimes and OPAL lunchtimes
 - Support children and families with transition into school
 - Promote pastoral support on the school website
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4. Collaboration & Communication

- Liaise effectively with SENCo, class teachers, parents, and external agencies
 - Work with professionals to inform planning, curriculum delivery, and action plans
 - Respond to parental enquiries and maintain confidential records (e.g. MyConcern)
 - Support families in managing children's emotional needs
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5. Leadership & Staff Management

- Line manage a team of SEND TAs (induction, performance management, return-to-work interviews)
 - Lead fortnightly SEN team meetings, including CPD opportunities
 - Provide training and disseminate CPD to staff
 - Support and guide SEND TAs in their practice
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6. Safeguarding & Professional Development

- To uphold the school's commitment to safeguarding, promoting the welfare of children and strong culture of vigilance.
 - Report any concerns or disclosures regarding all pupils via MyConcern, on a paper form or in person as necessary.
 - Opportunity to train as Deputy Designated Safeguarding Lead (DDSL)
 - Attend relevant CPD to carry out the role effectively
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7. Coordination, Planning & Administration

- Coordinate the timetable and communication for Thrive Forest School
 - Liaise with SENCo regarding timetables (own and team) and redeployment of SEND TAs in the event of staff absence
 - Undertake administrative tasks relevant to the role
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Confidentiality:

Demonstrate commitment and loyalty to the school and to have a high expectation of children's learning. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, their family, colleagues or school business

This job description is not a comprehensive definition of the post. You may be required to undertake such tasks as appropriate to the level of your appointment, as the Head Teacher may require

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

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