



Job Description

Vacancy Reference No:

Job Title: Attendance and Pastoral Support Lead **Job Number:**

Directorate: Children, Learning and Young People **Post Number:**

Service: Sowe Valley Primary School **Grade: 4**

Job Purpose

Under the guidance and supervision of senior staff:

1. To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of pupils, who need help and support to overcome barriers to learning, both inside and outside school to achieve to their full potential.
2. To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour
3. On behalf of the school, to help manage and organise the work of Attendance, Play Provision and Family Help including relevant staff and any associated budget

Duties and Responsibilities

- 1 Develop positive one to one mentoring relationships with pupils identified as needing support.
- 2 Work collaboratively with teachers, pastoral staff, SENCOs, education welfare officers and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- 3 Devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers and other staff
- 4 Establish and maintain home/school liaison with the families / carers of pupils receiving support in order to keep them informed about pupils' needs and progress and to secure positive family / carer involvement and support.
- 5 Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Family Help meetings, Behaviour Support, Child Guidance, Voluntary Mentors - so that the needs of the pupil concerned are met in a focused and integrated way.
- 6 Develop a full understanding and knowledge of the range of agencies and activities, which can be drawn upon to support vulnerable pupils.

- 7 Promote efficient and effective transfer of pupil information at points of transition and to support pupils during transition in line with policy and practice.
- 8 Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
- 9 Network with Pastoral Support/Attendance Leads in other Schools to ensure identification and dissemination of best practice.
- 10 Liaise and meet regularly with the Senior Leadership Team, to report and discuss progress and activity in the named area(s) of responsibility and to take appropriate action as agreed.
- 11 Organise regular team briefings on the named area(s) of responsibility for relevant staff when required.
- 12 Support the school's monitoring and evaluation procedures with regard to the named area(s) of responsibility working with relevant staff
- 13 Draft Action Plans as required on the named area(s) of responsibility in line with the School Improvement Plan and to co-ordinate implementation within own area and with relevant staff
- 14 Contribute to reports for Senior Management Team/Governors/Coventry Local Authority as appropriate.
- 15 Assist senior management in the recruitment and deployment of pastoral support workers within the school and contribute to their programme of induction
- 16 Any other duties and responsibilities within the range for the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

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Responsible to: Head Teacher and SLT

Date Reviewed: July 2026

