**Job Specification**

**Job Title:** Pastoral Support   
**Location:** Maple Grove School  
**Reports to:** Senior Leadership Team  
**Grade/Salary: £23000- £26000 per annum (Dependent on experience)**

**Purpose of the Role**

To support the development of a safe, positive and inclusive learning environment by coordinating strategies that improve student wellbeing, self-regulation and engagement. The post holder will work closely with staff, young people, families and external agencies to remove barriers to learning and promote positive outcomes.

**Key Responsibilities**

**1. Wellbeing Support**

* Lead and co-ordinate wellbeing initiatives across the school.
* Support young people with social, emotional, and mental health needs.
* Work alongside the Family Liaison Officer, Designated Safeguarding Lead (DSL), clinical and SLT to ensure joined-up support for vulnerable pupils and families, and to work with external professionals and agencies to provide wraparound support.
* Always maintain and follow safeguarding procedures, escalating concerns as required.

**2. Regulation and Relational Support**

* Monitor and analyse patterns in student responses to identify early intervention needs.
* Independently implement and lead personalised support plans, restorative interventions/conversations and re-engagement strategies.
* Work proactively with staff to understand and respond to students’ needs, supporting them to co-regulate and fostering a positive climate for learning.
* Support students and families returning from long-term absence.

**3. Pupil Engagement**

* Track pupil engagement and attendance data to identify students at risk of disengagement.
* Work with the Family Liaison Officer and attendance team to improve attendance, punctuality and engagement.
* Develop and deliver targeted engagement programmes and mentoring support.
* Ensure student voice informs whole school wellbeing, inclusion and engagement strategies.

**Collaboration and Independence**

* Work collaboratively with key stakeholders including the DSL, Family Liaison Officer, SENCO, pastoral team, teaching staff, local authority SEN advisors, clinicians and families.
* Confidently run and maintain systems (e.g. tracking tools, referrals, records) that support wellbeing and engagement processes and feedback to SLT.
* Take initiative to drive forward pupil-focused actions and follow-up interventions.
* Maintain clear, accurate records using school systems and report concerns promptly for governance and external agencies.

**Skills and Experience**

**Essential:**

* Experience working with children/young people with additional complex needs in a pastoral or wellbeing role.
* Understanding of Trauma-Informed Practice and how to support children/young people who have experienced trauma.
* Knowledge of safeguarding, self-regulation support and attendance issues.
* Ability to work independently and take ownership of processes, while collaborating with wider teams.
* Confident in liaising with families, staff and outside agencies (including local authorities and medical professionals) to support pupil needs.
* Strong organisation, data handling and communication skills.

**Desirable:**

* Relevant training or qualifications (e.g. Mental Health First Aid, counselling, restorative practice, Trauma informed practise training)
* Experience in leading interventions or group work around wellbeing, regulation or inclusion.