



## **St Ann's RC Primary School**

### **Pastoral Support Job Description**

#### **Role Overview:**

This is an exciting opportunity to contribute to the pastoral care and safeguarding provision at St Ann's RC Primary School, a Catholic school where the school mission of Love, Respect and Service underpins all aspects of school life. The successful candidate will support the smooth running of the Pastoral Service and work closely with the Safeguarding Team to ensure pupils are safe, supported, and able to thrive. They will play a key role in improving outcomes for vulnerable pupils by strengthening engagement with children and their families, with a focus on attendance, wellbeing, welfare, and safeguarding, ensuring a strong and consistent commitment to inclusion for all learners.

The post requires a compassionate and proactive individual who understands the barriers that can prevent pupils from reaching their full potential and is committed to overcoming these through early intervention, collaboration, and effective support. In line with the Catholic ethos of St Ann's RC Primary School, the post-holder will uphold and promote the school mission of Love, Respect and Service, recognising each child as unique and created in the image of God, and helping to ensure the school remains a safe, nurturing, and inclusive environment where all children can flourish.

#### **Key Elements of the role:**

- Lead on whole-school attendance, driving improvement through monitoring, early intervention, and partnership with families and external agencies.
- Lead and manage safeguarding systems, including CPOMS triage, referrals, and secure, compliant record-keeping in line with statutory guidance.
- Deputise for the DSL when required, ensuring effective safeguarding practice, early intervention, and full compliance with policies and legislation.
- Lead on whole-school mental health and wellbeing as Mental Health Lead, promoting early intervention and a supportive, inclusive environment.
- Lead provision for pupils with medical conditions, ensuring robust care plans and effective support for pupils and families.
- Develop and implement pastoral, safeguarding, and wellbeing strategies to support pupils' holistic development and progress.
- Provide targeted support for vulnerable pupils, including those with SEND, using data and record analysis to inform timely interventions.

- Work in close partnership with parents, carers, and external agencies (e.g. Social Care, Early Help, CAMHS, police) to improve attendance, safeguarding, and pupil outcomes.
- Lead and contribute to multi-agency meetings (e.g. Child Protection, Child in Need, core group), producing reports and managing cases effectively.
- Act as a key point of contact for attendance, safeguarding, mental health, and medical needs, supporting staff training, briefings, and inclusion team development.

#### **What we offer:**

- A warm, welcoming school community with Christ at the centre of all we do
- A strong Catholic ethos rooted in our mission of *Love, Respect and Service*
- Well-motivated and happy children who enjoy coming to school
- A supportive and collaborative staff team committed to professional growth
- An engaging and inclusive environment where both staff and pupils can thrive
- The full support of a committed and supportive Governing Body
- A brand new building with modern facilities and extensive grounds to enhance teaching and learning

#### **What we are looking for:**

- A commitment to supporting and promoting the Catholic ethos of the school
- Someone who shares our values of *Love, Respect and Service*
- Highly motivated and organised individual with a positive and proactive approach
- A team player who contributes to a dedicated and enthusiastic staff team
- A Pastoral Leader with energy, vision and a commitment to supporting all pupils to achieve their full potential
- An individual who can form strong relationships and to enhance and further develop our partnership work with families

St Ann's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.