

Job Description

Pastoral and Family Support Lead

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Role Title: Pastoral and Family Support Lead **Contract:** Full time, 8:00am–4:30pm, term time only **Salary:** KSD – KSE depending on experience **Reporting to:** Headteacher

Main Purpose of the Role

To provide strategic and operational leadership for attendance, safeguarding, and pastoral provision at Tunstall Church of England Primary School. The post holder will support children and families facing barriers to learning, promote wellbeing, and ensure compliance with statutory and school policies, including data protection and safeguarding.

Key Responsibilities

- **Oversee and drive improvements in pupil attendance**, working with families and external agencies to ensure children are in school and learning.
- **Liaise effectively with families** to build trust, encourage engagement, and provide early intervention support.
- **Support families to access external aid and services**, including signposting and referrals to local authority and voluntary agencies.
- **Act as Deputy Designated Safeguarding Lead (DDSL)**, supporting the DSL in all aspects of safeguarding and child protection.
- **Work directly with children struggling due to mental health challenges or trauma**, providing bespoke support and advocacy.
- **Oversee the school's counselling provision**, ensuring quality, confidentiality, and effective outcomes for pupils.
- **Lead on GDPR compliance**, ensuring all personal data is handled and stored in line with statutory requirements.
- **Run nurture groups and targeted interventions** to promote social, emotional, and mental health (SEMH) development.
- **Oversee outreach with the local community**, developing partnerships and projects to enhance opportunities and support for families.
- **Support and help coordinate the breakfast club**, ensuring children start the day positively and punctually.