



# Pupil Support Coordinator - Westgate Primary School

<b>Post title:</b> Pupil Support Co-ordinator					
<b>Directorate:</b> Education			<b>Location:</b>	Schools	
<b>Establishment or team:</b>		Westgate Primary School		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	Yes	<b>Essential Car user:</b>	No

**Scope of Work – appropriate for this post:**

**Coordinate pastoral provision across school, working alongside families and other agencies as part of the Inclusion Team.**

**Accountabilities/Responsibilities – appropriate for this post:**

1. Fulfil all duties using a wholly child-centred approach ensuring the child's holistic needs are at the forefront of all work and decisions made.
2. Fulfil the role of Backup Designated Safeguarding Lead.
3. Work closely and in collaboration with the Headteacher and board of governors to ensure all statutory safeguarding requirements are met as outlined in Keeping Children Safe in Education 2020.
4. Working under the direction of the Inclusion Lead, coordinate the pastoral provision across the whole school, including the Early Help offer.
5. Collaborate with the Inclusion Lead to provide early intervention and support for children identified as having social, emotional and mental health difficulties
6. Contribute to the development of Individual Inclusion Plans for children with Social, Emotional and Mental Health Difficulties alongside class staff, specialist teacher involvement and the Inclusion Team.
7. Support class staff with implementing Individual Inclusion Plans.
8. Support children with persistent absence and help raise whole school standards of attendance through implementation of relevant strategies as part of the Inclusion Team alongside the Attendance Officer.
9. Contribute to regularly reviewing and amending relevant whole school policies relating to pastoral care in line with best practice and government guidance alongside the Inclusion Lead.
10. Contribute to regular Vulnerable Child meetings with key staff in order to identify children in need of pastoral provision in school and feedback on progress and pupils accessing support outside of school as part of a multi-agency approach.
11. Attend parents evenings to provide support children and their families with any matters arising.
12. Liaise with parents using an open and non-judgmental approach alongside other members of the Inclusion Team
13. Engage in professional supervision in line with school processes to ensure robust and reflective practice.



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14. In line with statutory guidance Keeping Children Safe in Education 2020 and Working Together to Safeguard Children 2018; work with outside agencies for the best outcomes for children in school.
15. Lead a youth club one night a week for children that are eligible for Pupil Premium funding.
16. Attend relevant courses and professional development as requested.