

St Matthew's Catholic Primary School



Family & Pupil Support Officer

Job Description:

Under the direction of the School Leadership Team:

- To uphold, support and promote the ethos and policies of the school
- To build up effective relations with parents/carers, be an avenue for communication for them and assist with removing barriers.
- To liaise with parents and external agencies to improve outcomes for children.
- To work with school, families, parents and pupils on preventative and early intervention activities by investigating and identifying the circumstances behind the area of concerns that trigger the involvement of specialist services and other agencies.
- To work with families to engage with the EHAT process, to attend meetings and offer support.
- Oversee the whole-school approach towards promoting positive mental wellbeing amongst pupils and staff.
- To be highly motivated with energy, vision and passionate commitment to supporting the mental health and wellbeing of our pupils
- To enable children to be the best that they can be, by supporting them in understanding emotions and behaviour, and therefore assisting the child in improving their achievement.

Main Duties and Responsibilities

- To use be able to use a wide variety of computer programmes and have some knowledge or experience of working with SIMS
- To take responsibility for the promotion of emotional wellbeing and pastoral interventions across school.
- To work to with all parties on preventative early help intervention, by investigating and identifying the circumstances that may cause concern.
- To support families to engage in the EHAT processes and offer advice on decisions.

- To help ensure safeguarding is high profile in school and work as a key member of the safeguarding team
- To liaise with the safeguarding lead and support signposting to outside professionals and support a multi-agency approach to safeguarding work.
- To support safeguarding referrals and multi-agency meetings.
- Ensure CPOMS is kept up to date and evaluated
- To support the DSL in the completion of the 175 audit
- To work with other staff to develop and deliver action plans for aspects of emotional support and wellbeing.
- Establish own caseload of children across school who have social and emotional needs.
- Deliver small group interventions, keep records of these interventions and their outcomes
- Implement processes to monitor groups of pupils who are more vulnerable to mental health difficulties, e.g. LAC, pupils with SEND or from disadvantaged backgrounds
- Assist with implementing individual pupils' learning plans, pastoral support plans and acceptable behaviour contracts.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Assist children to deal with behavioural and/or emotional difficulties or particular vulnerabilities
- Support children in reflecting on own behaviours.
- Facilitate counselling for pupils with mental health problems, manage the referral system for, CAMHS, Seedlings, Trailblazers etc.
- Organise events for parents/carers aimed at improving their ability and confidence to give confidence, resilience building and parenting advice.
- Establish and regularly update dynamic wellbeing and safeguarding pages on the school website, coupled with an online presence via blogs and social media sites.
- Work with the Headteacher, Safeguarding, Mental Health and Wellbeing governors, to provide written reports as appropriate on the management of these areas in school.
- To assist with implementation of the school attendance policy.
- To work alongside the designated CLA lead to support children to have positive outcomes to support PEPs.
- Carry out home visits where appropriate to support parents

Attendance

- To work with the senior admin to ensure the school's electronic attendance database, including maintenance and monitoring of the attendance records/ absences in line with legislation and regulation
- Produce lists, information and run reports relating to attendance data, as requested
- Compile and maintain the school's attendance data profile, including reasons for absence and vulnerable groups at risk of absence on behalf of the SLT.
- To be an integral part of the school attendance team alongside the DHT and the EWO.
- To complete the necessary attendance paperwork as directed by DHT

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of a commitment to equal opportunities and diversity
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

'Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.'