The Mosslands School
Mosslands Drive, Wallasey, Wirral, CH45 8PJ
Tel: 01516388131
Email: admin@mosslands.wirral.sch.uk
Website: www.mosslands.co.uk

Job Description

Job Title: Assistant Pastoral Leader – non-teaching cover supervisor

Salary Range: NJC 12–17 (proposed; subject to evaluation)

Actual Pay (39 weeks worked) : £25,635 - £27,808 per annum

Department: Pastoral and Academic Support

Reporting to: Assistant Headteacher – Pastoral

Scope: Whole-school role supporting Faraday, Grenfell and Ruskin Houses

Role Purpose

To improve pupil attendance, punctuality and access to education through early identification of concerns, effective family engagement and targeted intervention across all three Houses. The postholder will work closely with House Teams and the Attendance and A2E teams, while also providing effective lesson cover and supervision as required.

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must understand and act within the statutory frameworks governing their duties. Duties may be modified by the Headteacher in consultation with the postholder, commensurate with the grade and nature of the role. The post is subject to the school's Performance Management, Quality Assurance, Health and Safety and other applicable policies.

Person Specification (Summary)

- Experience of pastoral support, attendance improvement, pupil mentoring or working with young people in education.
- Ability to build trusting, professional relationships with pupils, families and colleagues across three Houses.
- Confident classroom management and supervision skills, including delivery of pre-prepared work.
- Ability to interpret attendance information, prioritise caseloads and evaluate intervention impact.
- Strong communication, record-keeping, IT and organisational skills, including appropriate use of Bromcom and safeguarding systems.
- Commitment to safeguarding, inclusion, confidentiality, equality and school improvement.

Key Responsibilities

Attendance and Punctuality

Monitor attendance and punctuality information to identify emerging concerns, repeated lateness, persistent absence and pupils at risk of becoming persistently absent.

- Work with Heads of House, Assistant Heads of House, the Attendance Team and relevant leaders to agree and deliver timely, targeted attendance interventions.
- Meet with pupils to explore barriers to attendance and agree achievable actions, attendance targets and review dates.

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- Engage parents and carers through calls, meetings and, where authorised and risk-assessed, home visits; promote constructive home–school partnerships.
- Support daily follow-up of identified pupils, including return-to-school conversations and agreed reintegration arrangements.
- Track actions, pupil attendance and punctuality before and after intervention, escalating lack of progress through agreed procedures.
- Contribute to attendance panels, multi-agency discussions and attendance campaigns as directed.

Cover Supervision Duties

- Provide effective supervision of classes during teachers' short-term absences, using lesson plans and resources provided.
- Maintain a calm, safe and productive classroom environment; apply the school's behaviour policy consistently.
- Support pupil understanding of instructions, participation and completion of set work without assuming the responsibilities of a qualified teacher.
- Take registers and complete required records accurately; report attendance and safeguarding concerns through school procedures.
- Collect or hand over work and provide appropriate feedback to teaching staff on engagement and issues arising.
- Respond to incidents and emergencies in line with established procedures.

Inclusion, Reintegration and Access to Education

- Support pupils whose attendance is affected by wellbeing, SEND, family circumstances, behaviour or other barriers, referring concerns to appropriate staff.
- Work with the Access to Education (A2E) Team and House Teams to support agreed plans, reintegration and transitions back to regular school attendance.
- Assist with monitoring engagement in lessons and agreed alternative or blended provision, and share concerns promptly with relevant leads.
- Support pupils returning from suspension, extended absence or alternative provision, reinforcing routines and expectations.
- Work within agreed plans and safeguarding procedures; do not independently determine statutory attendance or safeguarding decisions.

Whole-School Pastoral House Support

- Work flexibly across Faraday, Grenfell and Ruskin, maintaining consistent expectations and equitable support.
- Provide practical pastoral support to House Teams, including pupil check-ins, parent meetings and agreed behaviour or engagement interventions.
- Promote the school's ethos, positive conduct, respectful relationships and readiness to learn.

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- Liaise professionally with teaching staff, pastoral colleagues, families and external agencies within the remit of the post.

Communication, Administration and Impact

- Maintain accurate, timely and confidential records of attendance interventions, pupil contact, family engagement and review outcomes.
- Use approved school systems, including Bromcom, and record safeguarding concerns through the school's designated procedures.
- Provide regular concise updates to the Attendance Team and line manager, identifying progress, unresolved barriers and recommended next steps.
- Contribute to consistent practice across House Teams and participate in relevant training, quality assurance and performance management.
- Balance attendance and inclusion priorities with planned or emergency cover requirements as directed by the line manager.

Health and Safety

Take reasonable care for personal health and safety and that of others; follow school health and safety procedures and report hazards and incidents promptly.

Child Protection and Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder must follow current statutory guidance, school safeguarding policies, confidentiality and data protection requirements, and report concerns promptly to the Designated Safeguarding Lead or appropriate deputy.

Other Specific Duties

- Set a positive example, uphold professional boundaries and treat others with dignity and respect.
- Apply the school's behaviour and attendance procedures fairly and consistently.
- Support wider school duties and activities reasonably associated with the post.
- Work collaboratively, manage time effectively and participate in relevant professional development.

Personal and Professional Conduct

All staff are expected to maintain high standards of ethics, respect, safeguarding awareness and professional behaviour; promote a safe and stimulating environment; support fundamental British values; use school information systems accurately; and contribute positively to the wider life and ethos of the school.

Performance and Review

Success will be reviewed through the quality and timeliness of intervention records, evidence of appropriate family engagement, effective cross-House working, reliable cover supervision, and

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demonstrable progress against agreed attendance and punctuality targets. Outcomes will be considered in the context of each pupil's needs and circumstances.

Signed by employee: _____ Dated _____

Print name: _____

Signed on behalf of school: _____ Dated _____

Print name: _____