



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Relationship Lead

GRADE: Band 6

Overall objectives of the post

To take a lead role within the school to address the needs of children who need particular help to overcome barriers to learning. As part of the whole school ethos the post holder is expected to be proactive in the vision and values of Sea View Primary School.

Key tasks of the post

You will provide support to children. You will:

- Take a lead role in managing and delivering pastoral support to children.
- Assist the teacher with the development and implementation of behaviour improvement plans.
- Establish productive working relationships with children and their parents / carers.
- Ensure parents / carers are actively involved in the development of support plans.
- Challenge and motivate children to make the appropriate choices and promote and reinforce self esteem.
- Provide feedback to children in relation to progress, achievement, behaviour etc.
- Provide parents / carers with regular updates on their child's progress.
- Implement behaviour improvement strategies e.g. Drawing and Talking, Restorative conversations.
- Take a lead role in the identification and delivery of nurture groups.
- Assist the teacher in identifying individuals and groups who need support, including break time and lunchtime supervision.
- Arrange, deliver and manage appropriate interventions/ programmes to identified children.
- Manage and supervise children not working to a normal timetable.
- Contribute to the writing of and monitoring of pupil risk assessments and positive handling plans.
- Implement agreed learning activities and adjust activities according to pupil responses and needs.

You will provide support for the Senior Leadership Team. You will:

- Liaise with the senior leadership team in relation to vulnerable children.
- Liaise with teachers who will be responsible for providing appropriate tasks for groups and/or individuals.
- Liaise with teachers to share progress of groups and/or individuals.
- Manage accurate and up to date recording systems, including Relationship Team logs and Behaviour logs.
- Adhere to the school's agreed policies and procedures.

- Provide accurate feedback and reports to other staff as required, ensuring the availability of appropriate evidence.
- Take a lead role in the management of SAs, including performance management.
- Organise lunchtime staff rotas and lunchtime meetings.
- Represent the school at Local Authority events and initiatives e.g. Mental Health Champion.
- When required, attend and contribute to Early Help, CIN, LAC and CP meetings.
- When required, write reports / reviews relating to Early Help, CIN, LAC and CP meetings.
- Establish constructive relationships and communicate effectively with other agencies / professionals.
- Make referrals to other agencies e.g. school nurse.
- Provide regular updates to the whole staff team.
- Manage other teaching assistants or Midday Supervisory Assistants etc.
- Hold regular team meetings with managed staff.
- Liaise between managers/teaching staff and teaching assistants.

You will provide support for the school. You will:

- Organise and deliver training for school buddies and peer mediators.
- Support the day to day work of buddies and peer mediators e.g. through rotas.
- Maintain up to date training for Kidsafe and deliver the programme across the school.
- Deliver the Y6 transition programme.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in regular meetings.
- Deliver training relevant to the post as required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JC/CL

Date: 24.03.17