



THE
BOLSOVER
SCHOOL

DEPUTY DESIGNATED SAFEGUARDING LEAD / PASTORAL SUPPORT

Job Description

Location: The Bolsover School, Bolsover, Chesterfield, S44 6XA

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 37 hours per week, term time only

Responsible to: Assistant Headteacher (Inclusion)/DSL/Operations Manager

Responsible for: Pastoral Support Officers

Post objective - To ensure the academy provides outstanding pastoral care for all students

Main Duties and Responsibilities:

Key Purpose of Role

The purpose of the Pastoral Support Manager is to be the Deputy Designated Safeguarding Lead alongside organising and leading the pastoral support team, and work alongside the Assistant Headteacher, DSL, staff, parents and Students. The underpinning value of the work is to ensure that every Student achieves their potential through the provision of targeted support and intervention, working with the school's pastoral leaders. In consultation with the Heads of Houses, the Pastoral Support Manager will contribute to all aspects of Students' Mental Health, well-being and achievement.

Organisation & Support – Staff

The Pastoral Support Manager will have responsibility for the management of the Pastoral Support Officers. They will be responsible for:-

- Deputy Designated Safeguarding Lead
- Distributing tasks within the Pastoral Support Team according to skills level and availability, managing work schedules and ensuring quality of work
- Supervise the Pastoral Support Team and meet regularly with the Assistant Headteacher and the Heads of House to ensure effective communication within the team
- Carry out Performance and Development Reviews.

- Being a member of the Child Safeguarding team and Deputy Designated Safeguarding Lead.
- Assist in the delivery of Safeguarding, Child Protection and Mental Health training.
- Provide regular safeguarding updates for staff

Safeguarding

- Receive calls on behalf of and deputise (when required) for the Designated Safeguarding Lead regarding cases/issues from:-
 - Parents
 - Social workers
 - Other schools
 - Other agencies such as police, health, family services etc.
- Check CPOMS for disclosures from staff or students and assign to appropriate Designated Safeguarding trained staff.
- Complete referrals and submit on behalf of Designated Safeguarding Lead.
- In conjunction with Assistant Headteacher complete referrals to Targeted Family Support, Kooth, CAMHS & Changing Lives Team.
- Minute and act as a witness in particularly sensitive or high-profile student interviews.
- Manage the Safeguarding diary:-
 - Process meeting invitations
 - Prepare student reports
 - Sending appropriate reports when Bolsover staff are not attending.
 - Diarising follow up checks with students where appropriate.
- Uploading to MyConcern:-
 - Minutes from external and internal meetings
 - Letters received from outside agencies.
- Receive and check Safeguarding files of any students who leave/arrive at The Bolsover School.
- Attend Multi-agency meetings.
- Administrator for CPOMS for all new staff in the school.
- Liaise with LAC Co-ordinator to maintain appropriate support for LACs in school.
- Assist in monitoring the IT filtering system (SENSO software).

House Support

- Investigate specific behaviour incidents and prepare accurate and appropriate documentation to report findings to Heads of House.
- Ensure staff maintain accurate information on student files.
- Arrange meetings regarding student support as required, take minutes if necessary and circulate as appropriate
- To assist the Head of House in the preparation of reports/interim reports for external agencies and parents

- To assist Heads of House in behaviour monitoring of identified students; and reporting to Heads of House
- Ensure confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.
- To assist with making phone calls to boost whole school attendance.

Emotional Support & Welfare of Students

Duties below show some of the areas managed by Heads of House. These may also be undertaken as part of the daily routine of the Pastoral Support Manager:-

- Liaise with Careers and Aspirations Advisor and School Attendance Officer
- Liaise with Inclusion manager as when Students need to attend Student Support Centre as appropriate.
- Organise relevant meetings to assist with Student progress e.g. review meetings.
- To assist in enforcing sanctions and discipline students, in accordance with school policy.
- Ensure Pastoral Support Officers work with identified students
- Contact with parents and staff regarding time and duration of sessions and follow on actions with staff as to strategies given to student
- Identified member of staff for outside agencies who wish to raise concerns
- Recording and keep up-to-date a record of all outside agency work

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the academy
- Arrange and host relevant meetings as appropriate
- Participate in training and other learning activities including performance development.

Review Arrangements

Progress on all aspects of this role will be reviewed on a regular basis with targets identified and agreed within the performance management process.

Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific

The role of Administrative Assistant involves significant contact with students and with access to potentially sensitive data. The role engages in regulated activity and requires and clear, enhanced DBS.

Person Specification

	Essential	Desirable
Qualifications	<p>Literacy & Numeracy at Level 2</p> <p>IT including Microsoft office</p> <p>Hold a current certificate to be a safeguarding lead</p>	<p>Full Clean Driving Licence</p>
Experience	<p>Understanding of legislation and regulations i.e. GDPR</p> <p>A knowledge of child Protection and Safeguarding regulations</p> <p>Knowledge and understanding of the current Keeping Children Safe in Education 2023 guidance</p> <p>Experience of working with safeguarding software eg. MyConcern, CPOMS</p>	<p>Experience of managing a team of staff, including performance management.</p> <p>Experience in working with young people</p> <p>Previous experience in a school based role.</p>

<p>Qualities/Professional attributes:</p>	<p>Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public.</p> <p>Have a commitment to collaboration and co-operative working</p> <p>Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill.</p> <p>Demonstrate and role model the positive values, attitudes and behaviour they expect from children and young people.</p> <p>Sound, proof reading skills with a keen eye for detail</p> <p>Self-confidence</p> <p>Hardworking and enthusiastic</p> <p>Flexible</p> <p>Open and responsive</p> <p>Approachable</p> <p>An ability to maintain strict confidentiality and discretion at all times</p> <p>Enjoys working with young people</p> <p>Reliable with excellent time keeping and attendance record</p> <p>Ability to be adaptable to the changing needs and requirements of the post</p> <p>Totally Trustworthy</p>	
--	--	--

	<p>Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines.</p> <p>Ability to work independently and as part of a team</p> <p>Able to follow Trust policies at all times</p> <p>Active team player</p> <p>Professional dress</p> <p>A good sense of humour</p> <p>Willingness to be an active member of the school community supporting extra-curricular and charitable events.</p>	
--	---	--