



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – Pastoral Leader

Grade:	Point 19
Hours:	Monday 8:00am – 4:00 and Thursday to Friday 8am – 3:45pm inc. 30min unpaid lunch break plus 10 days during the summer holiday
Responsible to:	Assistant Head and Senior DSL
Main Purpose:	<p>▪ To work as part of the Pastoral Team providing:</p> <p>Safeguarding:</p> <ul style="list-style-type: none"> • To be a Deputy Designated Safeguarding Lead • To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care • To refer to Early Help and CASS • To refer to and work with agencies- regarding safeguarding or welfare issues. • To share and maintain vulnerable lists • To contribute to, maintain and review CPOMS • To attend CIN/CP meetings with the Assistant Head/School Social Worker • To work with the Assistant Head to write risk assessments for vulnerable students. • To keep abreast of current pastoral and safeguarding issues. • To act to enable all students to have the best outcome. <p>Pastoral:</p> <ul style="list-style-type: none"> • To oversee the welfare of students in Key Stage 3 • To support our most vulnerable young people, ensuring they can achieve and progress • To signpost students and parents in internal and external support • To share welfare student support plans with staff. • To engage in one-to-one sessions with individuals. • To deliver small group sessions. • To support the transition of students from KS2 into KS3 and from KS3 into KS4. • To support Attendance interventions as directed by the Assistant Head- including students missing from lessons. • To liaise with and refer to the in-school counsellor <p>Wider School:</p> <ul style="list-style-type: none"> • To, under the direction of the Assistant Head (Director of Safeguarding and Pastoral 7-11), to manage investigations linked to breeches of discipline. • To respond to Smoothwall incidents. • To communicate on a professional level with staff, other professionals and parents/carers • To communicate with parents/carers regarding issues to do with their child's welfare. • To liaise with Attendance Team, Head of Year, Assistant Head, School Social Worker, SENDCO and first aid

	<ul style="list-style-type: none"> • To attend Safeguarding and Pastoral Meetings.
Support for the School:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. • To be aware of and support differences to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background. • To contribute to the school ethos, aims and development/improvement plan. • To work as part of a team, appreciating and supporting the role of other people within the team. • To attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> • To ensure use of IT to full capacity in order to produce high quality documents. • To organise and present information for reports in a variety of formats.