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| **ST MARY’S CE PRIMARY SCHOOL**  **JOB DESCRIPTION**  **PASTORAL AND HEALTH LEAD** |  |

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| **Name** |  |
| **Job Title** | PASTORAL AND HEALTH LEAD |
| **Grade** | GRADE G SCALE POINT 23 – 27 TERM TIME PLUS FIVE DAYS |
| **Primary Purpose of the Job** | To promote and provide an efficient attendance service for the school.  To support the Designated Safeguarding Lead (DSL) in matters of safeguarding in the role of Deputy Designated Safeguarding Lead (DDSL).  To lead on risk assessments for pupils with medical care requirements.  To oversee the administration, storage and record keeping of medication. |
| **Responsible to** | Head Teacher |

**MAIN DUTIES AND RESPONSIBILITIES**

**ATTENDANCE**

* To monitor attendance and punctuality and follow issues promptly keeping accurate records and analysing attendance records.
* To ensure systems for identifying and improving persistent absenteeism are correctly followed including first day contact including home visits.
* Complete data analysis and produce written reports for all attendance matters and provide updates for staff on pupil attendance/punctuality as and when required.
* To raise awareness to staff/parents/carers on the importance of school attendance.
* To monitor the attendance of all vulnerable groups of pupils (as well as individual ones) and liaise with school staff accordingly with updates.
* To produce and interpret information relating to attendance patterns and analyse data to inform good practice.
* To collate information with regards to attendance/punctuality of pupils who may be experiencing attendance difficulties.
* To collate and record information with regards to all absences, including supporting the Health and Safety Officer with COVID related absences.
* To support the school regarding pupils with poor school attendance.
* To check and remind staff where necessary to complete registers to ensure all missing marks/absences are accounted for.
* To create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance, to support plans for facilitating a return to school within specified timescales.
* To work with school staff/pupils/parents and carers to identify individual problems and possible solutions.
* Provide advice and support for pupils returning to school following long periods of absence.
* To assist with the identification of pupils who will receive support in improving their attendance and produce action plans to improve attendance/punctuality in order to meet set targets.
* Work with the Pastoral Team, Attendance and Family Support Manager/Senior Leadership Team and other external agencies to improve attendance and complete referrals.
* To check records prior to the census and information required by Bolton Council to ensure school attendance is accurate and up to date
* To support and encourage punctuality/regular high attendance in order to reduce the number of persistent absentees thus ensuring the school target is met and exceeds the local and national average
* Keep up to date with current legislation, update letters in accordance with new guidelines on attendance and produce attendance certificates
* To liaise effectively with the Early Intervention Team.

**SAFEGUARDING**

* To implement the school’s Safeguarding Policy and procedures.
* Responding appropriately to disclosures or concerns relating to the wellbeing of children.
* Maintaining accurate, confidential and up-to-date documentation on all cases.
* Liaise with school staff in initiating multi-agency referrals for pupils.
* Receive and coordinate referrals, arranging action and reviewing services for children and families with guidance from the Designated Safeguarding Lead (DSL).
* Liaise with the DSL regarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
* Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies in consultation with the DSL.
* Liaise directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm.
* Liaise with local and feeder schools to ensure smooth transition for children who are currently working with multi-agencies.
* Encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them.
* Respond appropriately to disclosures or concerns which relate to the well-being of a child.
* Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
* Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professionals meetings.
* Ensure that students who are victims of abuse are supported appropriately and sensitively, planning and intervention meetings are successfully carried out and monitored being alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
* Ensure that the Safeguarding Policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the school’s role.
* Maintain confidentiality at all times and be aware of data protection and the sharing of information.
* Work with staff to maintain a confidential database of safeguarding referrals.
* Adhere to the School’s policies as outlined in the staff handbook.
* Produce reports as agreed with the DSL/Head teacher.

**HEALTH**

* To lead on whole school First Aid provision – acting as main First Aider and coordinating support from other First Aiders; to have overview of First Aid training and ensure all are up-to-date with relevant training.
* To lead on risk assessments for students with medical care requirements within school and for off-site activities and residential visits, including the training for staff.
* To oversee the administration, storage, disposal and record keeping of medication as cited in the Supporting Students with Medial Needs Policy.
* To maintain records of student health concerns and train staff as appropriate (e.g. use of epi-pen, procedures for asthma attack etc.)
* To actively promote good practice as stated within the pupils with Medical Needs Policy.
* To liaise with the Lead SENCO and Wellbeing Lead.
* To coordinate visits from the School Nurse Team to administer student vaccinations.
* To support parents/carers as necessary, with their child’s personal hygiene routines, including toilet training, changing of incontinent/sick children.
* Work with parents of pupils with health concerns – to ensure maximum student participation as appropriate.

**OTHER**

* To assist with the efficient running of the office and undertake general office duties/assistance. as required.
* Be a point of contact at the front of school on a daily basis and signpost parents to relevant areas of personnel.
* To line manage First Aiders.

**SUPPORT FOR THE SCHOOL**

* Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and development/improvement plans
* Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches
* Attend and participate in regular meetings as required.
* Participate in training and other learning activities as required e.g. Staff Meetings.
* Establish own best practice and lead specialist area and use to support others.
* Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.

**LINE MANAGEMENT RESPONSIBILITIES**

* Manage a team of First Aiders, inclusive of central liaison point and deployment of resources.
* Ensure effective team communication, First Aider induction and development.
* Contribute to the school senior management team.

**Customer Care -** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.

**Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**PASTORAL AND HEALTH LEAD PERSON SPECIFICATION**

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| **Job Title:** | pastoral and health lead |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Good general education; minimum 5 GCSEs grade A\*- C (or equivalent) including English | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Full, clean UK driving license | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Experience of working with young people of primary and/or secondary age | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Knowledge and awareness of legislation relating to school attendance |  | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |
| Experience of using SIMs or similar data management system |  | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |
| Knowledge and understanding of legislation relating to the safeguarding and protection of children | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Knowledge of the education system |  | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |
| Experience of working with external agencies relating to the welfare of children |  | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |
| Experience of working in a busy office environment, with many competing priorities | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to work on own initiative within school protocols and procedures | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Excellent written and oral communication skills and the ability to communicate effectively with all stakeholders (children, parents/carers, external agencies etc.) | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Good organisation and time management skills | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to deal with difficult situations when they arise and have challenging conversations when required | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to develop respectful and professional relationships with , pupils, parents/carers and colleagues | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to adopt a flexible approach to supporting children and their families | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to work as part of a team and have a commitment to supporting further school improvement | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to maintain a professional and positive manner at all times | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| To be a qualified First Aider |  | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |
| **OTHER QUALITIES/REQUIREMENTS** |  |  |
| A commitment to own personal development and willingness to actively engage in the performance management process | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Dependable, committed and adaptable, with a flexible approach to work | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to work collaboratively with colleagues | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| Ability to work outside of core hours when required e.g. school holidays. | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |

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| **CORE ORGANISATIONAL COMPETENCIES** | **ESSENTIAL** | **DESIRABLE** |
| **Valuing Diversity**  Listen, support the diverse contributions made to the school/setting without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity and inclusion can improve our ability to deliver better services and reduce disadvantage. | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| **Caring for Customers**  Listen and respond to customer need. Network with others to develop services for the benefit of the school/setting community. | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| **Developing Self and Others**  Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| **Health and Safety**  Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk. | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| **Confidentiality**  Acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information. | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |
| **Energy Efficiency**  Be aware of the energy efficiency issues in own area of work and throughout the organisation | C:\Users\040jeffriesd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F345B63A.tmp |  |

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| Note to Applicants: **Please try to show in your application form, how best you meet these requirements** |