



WIDDEN PRIMARY SCHOOL

Job Description

Job Title: Pastoral and Safeguarding Lead

This document summarises the range of responsibilities of the Post Holder and provides a framework for professional development. The duties and responsibilities of this post may vary from time to time and the post holder may be expected to undertake other duties of a similar nature which are considered appropriate to the level of this post in liaison with the Headteacher.

PURPOSE OF THE JOB:

To work as an integral part of teams and across the school community to:

- Lead safeguarding across the school on a day-to-day basis, under the direction of the Senior Leadership Team
- Identify and address the needs of children and families who require support to overcome barriers to learning
- Continue to develop Widden Primary School as a centre for family engagement by developing systems and activities that enable parents to support their child's learning and well-being, contributing to greater achievement and outcomes
- Support families in becoming more resilient and independent in accessing support and thriving in school and community life
- To implement strategies which will increase school attendance

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed below and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle. The Headteacher will manage the person in this post.

CONDITIONS OF SERVICE

Governed by the National Joint Council Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

LINE MANAGEMENT RESPONSIBILITIES

To manage the work of the pastoral team (including attendance) and all other staff who lead or are involved in pastoral interventions. This is also to include a role alongside the SEND team leader in monitoring any staff member leading an intervention led by the post holder

This is to include

- Termly training and updates regarding safeguarding practice for all staff, including admin
- Monitoring responses from all staff re CPOMS and ensuring all staff are trained, including the effective induction of new staff
- Ensuring all records re pupil interventions are updated regularly and contribute to all progress and attainment data

WORKING HOURS:

To be available for 37 hours per week. The post holder will be required to be on site from 7.45am until 4.00pm each school day. There is the potential for some flexible working within the role.

In exceptional circumstances the post holder may be required to work outside of normal school working hours.

The post will be term time only plus INSET days.

MAIN RESPONSIBILITIES AND TASKS

WORKING WITH PUPILS

- To make sure that all of our pupils are safe.
- Acting as an advocate for our children to ensure they have their voice heard effectively, gathering information on the views of children and disseminating them appropriately;
- Instigating positive mentoring relationships through the development of appropriate and creative interventions for the identified child, tailored to their needs, such as: 1:1, small group work;
- supporting children within the classroom environment where appropriate, merging pastoral support with academic outcomes;
- working alongside the child, class teacher, and parents or carers to set measurable,

achievable targets;

- promote the effective transfer of those pupils at risk of disengagement during transition periods, including from primary to secondary school or other transfer to other settings.
- Co-ordinating, leading and administering multi-agency groups
- Being the budget holder for appropriate interventions or for specific groups of pupils or targeted projects

Working with Families:

- To promote an open-door policy for referred and non-referred children, including meeting children and families and designing programmes for short or long-term interventions;
- To meet and maintain contact with the families/ carers of vulnerable pupils who have been identified for support, to gain insight into the family, providing impartial advice on a range of areas (e.g. relationship breakdowns, bereavement, housing etc.) when required;
- To evaluate the effectiveness of these groups in meeting the needs of parents and carers;
- To organise and lead training/ workshops/ support as required, and evaluate the effectiveness of these groups in meeting the needs of children;
- To support children and parents on visits if necessary
- To work with families offering support and signposting to specialist services as required in the appropriate setting

Working across the School Community:

- To support the leadership team in managing, implementing and reviewing strategies for child and family work within the school;
- To help identify and prioritise vulnerable children through information shared during pupil progress meetings, from outside agencies
- Under the guidance of the leadership team, lead class teachers and support staff in creating pastoral action plans for pupils requiring additional support;
- Work collaboratively with the leadership team and learning mentors to plan and monitor targeted plans for those with complex behavioural and/ or SEMH needs.

- To support the achievement of school improvement objectives through developing parental engagement and working with appropriate support services;
- To assist admin staff and class teachers in maintaining/ improving a high level of attendance by liaising with parents/carers and other support agencies. This includes the line management of staff with a focus on improving attendance.
- To be the Designated Safeguarding Lead (DSL) for the school, and to work collaboratively with the Leadership Team in this respect.

Working with External Agencies to Safeguard and Promote the Well-Being of Children and Families:

- To liaise with appropriate outside agencies to support the identified children and families, following advice given;
- When appropriate, to refer on to alternative interventions or agencies outside of school,
- Attend and lead a team around the child (TAC) meetings, a team around the family meetings (TAF) and other CP related meetings, when appropriate.
- To attend child protection (CP) meetings and child in need meetings (CIN, emergency crisis meetings, as the school's DSL where requested and by ensuring that appropriate referrals and support is in place after these meetings.
- To ensure any information is stored confidentially and information is passed on to those people for whom it is relevant and to be the responsible person for updating and designing the appropriate record keeping system.

General Duties and Expectations:

- To fully participate in the life of the school and wider community;
- To be accountable for keeping records and reporting to the leadership team and the governing body on safeguarding matters and the impact of pastoral support interventions;
- To ensure that the school is aware of and is compliant with policies and procedures relating to safeguarding, child protection, security, confidentiality and data protection and report any concerns to the appropriate person;
- To adhere to school's health and safety policy;
- To adhere to the school's code of conduct;
- To contribute to the overall ethos and aims of the school;

- To support and appreciate the roles of other professionals and act in a courteous and professional manner at all times;
- To participate in appropriate training opportunities and professional development as required;
- To carry out any other duties reasonably requested by the Senior Leadership Team.