

**Job Description**

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

**SALARY: NJC GRADE 8 – 9 points 20 - 28**

**£26,446 - £32,798 pa (£22,580 - £28,004 pa pro rata)**

**HOURS: Term Time Only – 37 hours per week**

**Plus 5 INSET days**

**LOCATION: Worthing High School**

**South Farm Road, Worthing, West Sussex BN14 7AR**

**Executive Headteacher: Pan Panayioutou**

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| **Job Title : PASTORAL AND SAFEGUARDING MANAGER** | **SCHG09** |
| **Accountability : Line Manager – Assistant Headteacher – Inclusion and Safeguarding** | |
| **Job Summary:**  The postholder will manage and work as part of a team supporting the learning, pastoral well-being and behaviour of students. The postholder will provide practical support for individual students and work with the whole school to promote students being safe and positive behaviour management. The postholder will have management responsibility for the Pastoral Leaders and Therapeutic Behaviour Support Officers. | |
| **Main Responsibilities** | |
| **Duties and Responsibilities**   1. **Safeguarding support to students**    1. To be the Operational Designated Safeguarding lead in school.    2. To provide individual support to students who require a trusted adult.    3. To manage disclosures in a sensitive and professional manner.    4. To ensure the well-being of students and staff following any safeguarding concerns/disclosures.    5. To ensure students are well informed on safeguarding protocols and are clear on who the safeguarding officers are at Worthing High School.    6. To deliver assemblies to students on current locality and national trends in safeguarding.    7. To oversee student intervention on keeping safe. 2. **Safeguarding support to staff**    1. To ensure that Governors, Senior Management and staff are compliant and fulfil their statutory obligations    2. To provide safeguarding and prevent induction to all new staff at Worthing high School.    3. To provide DSO training to identified staff.    4. To provide governor and trustee updates.    5. To promote key safeguarding messages to staff and students across the school.    6. To deliver whole staff training and updates on safeguarding and prevent topics.    7. To be a source of advice, guidance and support for staff on all issues and enquiries relating to safeguarding.    8. To provide the AHT (as joint DSL) with regular safeguarding updates, data and reports to inform strategic planning.    9. To continuously monitor training and information highlighting trends and knowledge gaps for school staff as well as, updating personal continual professional development and safeguarding knowledge as appropriate. 3. **Safeguarding administration**    1. To upload, maintain, monitor and follow up safeguarding records to ensure the school is able to evidence safeguarding practices and procedures.    2. To oversee the day to day procedures and protocols for safeguarding, including effective management of CPOMS.    3. To ensure appropriate actions and follow ups occur on all safeguarding recordings.    4. To manage referrals to appropriate external agencies.    5. To liaise with the AHT with regards locality safeguarding trends and attend meetings as appropriate.    6. To report to the AHT on all safeguarding concerns in a timely manner.    7. To support and embed the Worthing High ethos of ‘safeguarding is embedded in everything we do.’ 4. **Leadership: Pastoral Team and Therapeutic Behaviour Support** 5. To ensure the pastoral leaders provide effective support, care and guidance for students within the designated community in order to maximise learning 6. To ensure the Pastoral Leader team works effectively with progress leaders, SLT, Inclusion Assistant Headteacher (AHT) and other school staff in their role as required in particular liaison with parents, support with attendance, uniform and other welfare issues. 7. to oversee the coordination and monitoring of individual support and intervention strategies for students. 8. to oversee the school’s involvement in multi-agency working. 9. to ensure a positive link is created with staff in the provision of advice and information regarding students. 10. To oversee the effective delivery of our peer mediation programme. 11. To liaise with the AHT (attendance) regarding the monitoring of attendance and punctuality. 12. To ensure that new students are effectively inducted into their relative community. 13. To meet regularly with Pastoral Leaders as their line manager, discussing and reviewing safeguarding cases. 14. To complete performance management with Pastoral Leaders. 15. **Liaison**     1. To ensure the AHT is fully briefed on the progress of students who are a safeguarding concern.     2. To support the AHT to ensure there is an effective communication system in place between the team and other colleagues and departments across the school.     3. To keep the Pastoral Leaders and subject staff up to date with progress made by students attending external programmes.     4. To work collaboratively with colleagues from external agencies as agreed with the AHT.     5. To liaise with parents and carers as part of the strategies to support students with safeguarding concerns.     6. To liaise with the AHT and Deputy Headteacher regarding therapeutic approaches to supporting students. 16. **Administration**     1. To ensure the maintenance of accurate and up to date records for all students with safeguarding concerns, this includes CPOMS.     2. To assist in the use of, analysis of and evaluation of safeguarding data.     3. To work collaboratively with the AHT to analyse and report on safeguarding data. 17. **General**     1. To undertake any other duties that may be required to assist in the smooth running of the wider school commensurate with the job grade.     2. To support the Behaviour Team.     3. To attend First Aid training and any relevant courses.     4. To be aware of Health, Safety and Welfare matters and take personal responsibility for actions or inactions.     5. Contribute to the life of the school community and support its ethos and policies. | |
| **PERSON SPECIFICATION**  The following criteria describe the experience, skills, knowledge and education which are considered necessary to carry out the role.  Those that are desirable only are clearly marked.  Applications for the post will be judged against these criteria; all the criteria should therefore be addressed in the candidates application form.  **Qualifications and Experience**   * Educated to Level 3 (A level or equivalent) * Evidence of continuous professional development in safeguarding. * Working with families and young people who have safeguarding concerns in a variety of settings including secondary education. * An awareness of the current issues affecting young people. * Experience of managing in a multi-disciplinary team * Experience of working with outside agencies * Trained in counselling/behaviour management and child protection * Knowledge of basic Microsoft packages: Word, Excel, Outlook and PowerPoint – supported by achievement of ECDL or similar * Ability to deliver a parenting programme or similar (desirable) * First Aid Qualification (desirable) * DSL training undertaken (desirable)   **Skills, Abilities and Knowledge**   * Effective behaviour management skills * Good oral and written communication with students and adults * Strong problem solving skills * Ability to respond to challenging circumstances in a positive manner * Good interpersonal and organisational skills * Ability to manage a caseload under supervision * Ability to prioritise own workload, meet deadlines and to work independently * Able to work in a calm, efficient and safe manner * Good ICT skills   **Other information/Requirements**   * Commitment to self and team development * This post is subject to an enhanced DBS check. * As this post is term time only no leave is permitted in term time unless there is a specific requirement and prior discussion has taken place. | |

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

SSW/obl

October 2022