**Almond Hill Junior School**

**Pastoral Team Leader**

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**Grade : H4**

**Hours: 32.5**

**Purpose of the role:**

* To act as a deputy designated safeguarding lead for child protection under the direction of the Designated Safeguarding lead (following relevant training for this role)
* Co-ordinate the daily organisation of the pastoral team staff and other relevant support staff to meet the pastoral needs of pupils.
* Assist the senior leadership team and education staff to support families and children to improve attendance and well being in school

**Lead Pastoral Practitioner Responsibilities**

* Undertake directed duties relating to the safeguarding of pupils following the instruction of the designated teacher.
* Manage the overall provision for 1:1 support and pastoral interventions.
* Provide training for staff with reference to safeguarding and pastoral interventions
* Liaise with relevant parent/carers and act as pastoral parent first point of contact
* Booking guest speakers with reference to keeping children safe e.g. NSPCC/Blue Cross
* Networking with other professional agencies to build working relationships including making referrals
* Fundraising including securing external grants
* Take an active role in the development and monitoring of Therapeutic plans
* Liaise with the SENCO regarding SEMH individual education plans or other relevant pupil provision.
* Work with class teachers to develop support plans and provide feedback.
* Support the transition of pupils at the start and end of the school day.
* Take part in and contribute to meetings with outside professionals
* Contribute to the governor Safeguarding Working Party meetings.

**General Responsibilities**

* Work with individuals and small groups of pupils to deliver specific pastoral programmes
* Supervise individuals and groups of pupils throughout the day including supervision in the classroom, playground and dining areas
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
* Understand and support independent learning and inclusion of all pupils as required
* Complete accurate pupil records.

**The Pastoral Lead may also undertake some or all of the following:**

* Work with individual pupils with special educational needs
* Work with pupils for whom English is not their first language
* Assist in escorting and supervising pupils on educational visits and out of school activities
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

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| **Essential**  Level 1 safeguarding  Awareness of health and safety and Keeping Children Safe in Education  Experience of pastoral support in the primary school setting  Intermediate knowledge of ICT  Awareness of Data protection and confidentiality  Excellent communication skills  Resilience/sense of humour  Positive’ can do’ attitude  Good standard of English  Understanding of the school’s ethos and values  Ability to manage personal well –being  Experience of working with parents/carers | **Desirable**  Therapeutic thinking training  Wider safeguarding training  First Aid  Project management experience |

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Almond Hill Junior School is committed to the safety and wellbeing of pupils and staff.*