



Sitwell Infant School

Job Description

Post title:	Pastoral Lead
Grade:	Band H (SCP 24-27), 32.5 hours per week, 8.15 – 3.15pm Monday – Friday (working 30 minutes during lunchtime)
Responsible to:	Headteacher/DSL

Main Purpose

The Pastoral Lead will be responsible for providing high quality and effective safeguarding and pastoral support across the school, maintaining accurate records and developing strong relationships with staff, children, parents and external agencies to ensure appropriate plans and strategies are in place to support vulnerable children and their families. The Pastoral Lead will be a Deputy Designated Safeguarding Lead for the school. They will also help to scrutinise attendance as part of the attendance team, particularly monitoring absence of disadvantaged and vulnerable children.

Duties and Responsibilities

Student Welfare and Discipline

- Perform the duties of a Deputy Designated Safeguarding Lead (Level 3).
- Liaise with external professionals arranging and attending case conferences/meetings.
- Administer the Early Help Assessment (EHA), Team around the Family (TAF), Child in Need (CiN), Child Protection (CP) and Pastoral Support Plan (PSP) processes.
- Attend CIN/CP/TAF/PSP meetings as required and record the actions on CPOMS.
- Make contact with parents or carers whenever necessary to communicate information regarding their child.
- Alert the Headteacher/DSL of any safeguarding concerns, or behavioural issues that may necessitate a permanent exclusion, suspension, or time with SLT.
- Daily 'meet and greet' of students to monitor appearance and wellbeing on entry to school.
- Provide supervision and support during and after school where necessary, including the supervision of students that have been removed from class due to behaviour or well-being issues.
- Support the Behaviour Policy, Code of Conduct and associated school policies to enable teachers to deliver quality first teaching and learning.
- Liaise regularly with the SENDCo regarding interventions for students.
- Set up and distribute round-robins for students when teachers or parents/carers have concerns and follow-up afterwards, in order to support student progress.
- Refer students to the appropriate school health professionals when required.
- Administer medicine and first aid and call parents/carers as appropriate, ensure records are completed in line with Health & Safety Policy.
- Deliver deputy designated safeguarding lead duties.
- Supports events and year group specific activities e.g. attend educational visits.

- Be available to parents and carers at the termly parents evenings and parent walkabout sessions.
- Ensure all pastoral support and actions are recorded on CPOMS as soon as practicable after the event so staff are aware of incidents and support in place.

Student Attendance

- Work collectively with the attendance team to monitor and improve attendance of students where necessary:
 - Action the attendance strategy daily, making wellbeing calls to parents/carers of students who are absent prioritising the most vulnerable (CP; CIN; EH), disadvantaged and persistently absent students;
 - Monitor attendance and punctuality records of students giving cause for concern and provide a rapid action response when students are not marked present;
 - Instigate home visits where necessary;
 - Identify and discuss key students with attendance concerns at pastoral team meetings and Early Help attendance meetings.

Working with Colleagues

- Attend pastoral team meetings and regularly update the summary sheet identifying the most vulnerable students and what interventions are taking place.
- Liaise with a range of external professionals, as and when needed, arranging meetings when required.
- Liaise with other schools, SENDCo and leadership team regarding in-year admissions.

Health and Safety

- Undergo first aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by one's actions or inactions.
- Cooperate with the employer on all issues to do with health, safety and welfare.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Attend key stage team, pastoral team and staff meetings where required.
- Undertake professional duties that may be reasonably assigned.
- Be proactive in matters relating to health and safety.
- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- To set a good example in terms of punctuality and attendance.

General

- Postholders will be required to possess HLTA status, as they may be required to cover classes when needed.
- Appropriate First Aid training will also be required.