

# Burghfield Common Federation

## Mrs Bland's Infant and Nursery and Garland Junior School



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### Job Description – Pastoral Lead

**Job title/Post:** Pastoral Lead at Garland Junior School & Mrs Bland's Infant & Nursery School

**Salary:** Band F £25,979 - £29,777

**Contract Type:** 4-5 days per week with flexible working to meet the needs of the Federation

**Responsible to:** Executive Headteacher

**Start date:** September 2024

#### Job Purpose

The Federation prides itself on providing a safe and happy environment where children can flourish. The federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share the commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

- The Pastoral Care Lead (PCL) plays a key role in supporting the work of the senior leadership team, under the guidance of the Inclusion Leader. To take a lead role in providing high-quality and effective safeguarding and pastoral support across the school, maintaining accurate records, and working with staff, pupils, parents, and external agencies to ensure appropriate plans and strategies are in place to support pupils and their families.
- To lead peer-to-peer mentoring and deliver small group interventions to meet the needs of pupils.
- This job description may be amended at any time, following consultation between the Executive Headteacher and member of staff, and will be reviewed annually.
- You will find many rewarding opportunities within the Federation and we look forward to receiving your application.

#### SPECIFIC INFORMATION ABOUT THIS JOB – PASTORAL CARE LEAD

##### Job Purpose

**To act as a deputy safeguarding lead across both the schools:**

- Working with the school's safeguarding leads to implementing actions related to safeguarding concerns and matters.
- To liaise with social workers and other relevant support agencies to ensure that all families, vulnerable children, and young people receive the care and protection they require.
- To ensure that all child protection plans are maintained and implemented.
- To attend multi-agency meetings.
- To meet regularly with the designated line manager to report on the progress of identified pupils.
- Advise school staff on safeguarding matters.

## **Pastoral:**

- Meet with pupils and parents as necessary to address pastoral concerns.
- To develop, agree, and implement time-bound action plans with groups or individuals linked to the needs of vulnerable pupils and to maintain accurate records of work for each identified pupil.
- To liaise closely with school staff to ensure that everyone understands and supports the strategies being used by the Pastoral Lead to develop pupils' skills for learning and learning behaviour.
- To contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming barriers.
- To lead peer-to-peer mentoring programme across the school, focused on social interactions during play and lunchtimes.
- To work closely with the SLT, Attendance Officer, and Educational Welfare Officer to improve attendance of vulnerable pupils.
- Take a joint lead to develop pastoral care of pupils, providing CPD as necessary.
- Lead workshops and arrange external talks to educate parents in pastoral trends and issues facing pupils.

## **Pupil Wellbeing:**

Take a lead role in developing and implementing practices that reflect the school's commitment to positive behaviour and emotional well-being.

- Contribute to both of the school's positive behaviour policies.
- Work with the PHSE lead to enhance the delivery of the curriculum in this area, reflecting the school's own issues.
- To deliver interventions to groups or individuals, to meet their needs.

## **Admissions and Transition:**

- To support the pastoral transition of vulnerable pupils, particularly from Nursery to Reception and Year 6 to Year 7.

## **Management and General:**

- To be a point of contact with parents/carers in relation to pastoral care and behaviour matters. Liaising with teaching staff and senior leaders.
- Follow up on all correspondence from parents/carers to ensure inquiries have been dealt with.
- Meet parents as required.
- Attend Senior Leadership Team or staff meetings as required.
- To keep up to date with the range of activities, courses, opportunities, organisations, and individuals that could be drawn upon to provide support to pupils and build up a detailed knowledge of the support available.
- To attend training and professional development sessions.
- To lead and deploy the pastoral care team effectively
- To mentor and coach new staff within the team

## **Duties and Responsibilities**

To undertake other duties, appropriate to the post, as may be required from time to time.

**Pastoral Lead reports to:** Executive Headteacher.

**Pastoral Lead is responsible for:** Pastoral care team

## Employee Specification – Pastoral Lead

Key Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE grade C or above, or equivalent, in Maths and English</li> <li>• Social Work qualification</li> <li>• Working knowledge of policies and procedures relating to child protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant LCSB Safeguarding Training Level 2 or equivalent Education</li> <li>• A degree or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children or young people and their families.</li> <li>• Experience in managing a caseload and maintaining accurate records.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience in dealing with safeguarding cases.</li> <li>• Experience in contributing to or delivering training</li> <li>• Ability to contribute to policy development</li> <li>• Knowledge and experience in working with a wide range of support agencies and services.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to evaluate the risk of abuse and assess the need for intervention.</li> <li>• Ability to facilitate children and young people's learning and development through mentoring, promoting, and maximising educational achievement.</li> <li>• Good listening skills and the ability to communicate effectively both orally and in writing, especially with children.</li> <li>• Excellent organisation and time management skills.</li> <li>• Problem-solving skills</li> <li>• Ability to record information concisely and present reports. Able to work exercise initiative, work independently, and also deal with a number of problems at the same time, being able to prioritise.</li> <li>• Good ICT skills</li> <li>• An ability to work constructively as part of a team.</li> <li>• A customer service ethos.</li> <li>• Ability to work flexibly.</li> </ul>	

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of safeguarding</li> <li>• Understand how external agencies work, what they do, and when it would be beneficial to use them.</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment to working with children and their families.</li> <li>• Ability to respect confidentiality</li> <li>• An open, honest and transparent approach</li> </ul>	<ul style="list-style-type: none"> <li>• Be a strong, reliable dependable person, consistent in approach but maintaining a sense of humour.</li> </ul>