

## Job Description

<b>Title of post</b>	<b>Pastoral Lead</b>
<b>Salary</b>	<i>Band G SCP13 – 18 (FTE £29,064 - £31,537) Actual Salary £24,303 - £26,371</i>
<b>Hours of work</b>	<i>37 hours per week, 8:15-4:15 Monday-Thursday; 8:15-3:45 Friday Term Time Only</i>
<b>Line manager and responsible for reviews</b>	<i>Headteacher</i>

### Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. We are looking to appoint an effective and engaging Pastoral and Welfare Leader to lead our program of work supporting and sustaining families. Their role is to enable all pupils to attend school regularly, ensure that children's pastoral needs are met, offer and signpost support for families and carers and champion safeguarding across the school.

This will involve working with staff, parents, carers, and pupils to address barriers to learning and ensure the right support is in place. The successful candidate will be an integral part of the senior leadership team and will have a real passion for helping every child reach their potential.

### Main Duties/Responsibilities

#### Safeguarding

- ensure and promote the safeguarding and welfare of all pupils in the school
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and NSAT safeguarding and child protection policies
- Work with the headteacher and senior leadership team to promote educational outcomes by:
  - Knowing the welfare, safeguarding and child protection issues that children are experiencing, or have experienced
  - Identifying the impact that these issues might be having on children and families
  - Implementing the right support at the right time

#### Working with staff

- Act as part of the Designated Safeguarding Lead (DSL) Team ensure and promote the safeguarding and welfare of all pupils in the school
- Coordination and oversight of community provision, pastoral & welfare needs of pupils and families
- Ensure every member of staff has access to, understands and can apply consistently the school's pastoral procedures and strategies
- Monitor and implement strategies to improve the attendance of pupils who are (or are at risk of becoming) persistently absent and/or persistently late
- Work with the SENDCo and SLT to identify pupils in need of additional support and to develop individual support plans
- Work with senior leaders to develop whole-school pastoral care policies and action plans
- Deliver CPD for staff on areas related to the post

- Work alongside the administrative team on matters associated with school admissions, safeguarding and attendance
- Participate in senior leadership meetings, when required
- Support the Administrative team with activities as required
- Report to governors and central trust staff as required
- Attend extra-curricular and community events
- Act as an ambassador for the school, tours or prospective parents

### **Working with children**

- To act as a positive role model for young people and their families
- To promote emotional wellbeing via planned intervention with young people and their families
- To provide assessments of children and families in order to support development both in school and in the community
- To ensure children receive appropriate emotional support within school
- To identify and support young carers
- To undertake group work and one to one sessions with children as required

### **Working with families**

- Act as the lead point of contact for parents/carers in relation to pastoral and welfare issues, involving relevant staff members as necessary
- Build positive relationships with parents/carers to encourage family involvement in their child's progress
- To be accessible to parents/carers and children, in school, as appropriate
- Communicate with parents/carers about specific support in place for their child
- Signpost and refer families to the right support and agencies that can help them and their children
- To support parents/carers and young people to express their views when appropriate, where they are unable to do so themselves
- Assist parents/carers with applications for school admissions
- Ensure families are accessing the financial support they are entitled to, including pupil premium funding
- Monitor and implement strategies to improve the attendance of pupils who are (or are at risk of becoming) persistently absent and/or persistently late, including children missing from education
- Support parents/carers in sustaining and developing their parenting skills and connecting families to courses and agencies that can support them
- To provide support to children and families at risk of exclusion.
- Implement a community engagement plan to support families at the school, including community events, parent workshops and family learning days

### **Working with external agencies**

- Liaise with external support agencies and professionals as required
- Arrange and contribute to Early Help and TAF meetings to ensure the right support is in place for families
- Attend Child in Need and Child Protection conferences and core groups
- Appropriately challenge and hold professionals and external agencies to account when there is professional disagreement
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs
- Proactively seek out support for families and the school community

### **Administration**

- Support in maintaining safeguarding files by keeping these up to date and make accurate and timely records
- To maintain accurate and up-to-date casework records in relation to referred cases

- To analyse school safeguarding data to track the impact of interventions and identify trends or patterns where support should be directed
- To provide accurate and timely information, returns and reports when required
- Facilitate the transfer of relevant pupil information inside and outside the school
- To understand the importance of consent and comply with the procedures for obtaining consent from young people and their families
- To comply with NSAT's policies and supporting documentation in relation to Information sharing, confidentiality, and GDPR

#### **General responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training opportunities and professional development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher.

*We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

#### **Intermediate Threshold Fluency Duty Required:**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimum effort.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*