



Job Description

Post: Pastoral Lead (fixed term contract for one year initially)

Grade: Scale 6

Full time equivalent = £31,537 to £33,699

18 hours = £13,218 to £14,124

The information given in this job description is intended to provide the post holder and Management with an understanding and appreciation of the workload of this particular job and its role within the organisation. The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Hours of work: 18 hour per week, Term Time plus 1 day

Prime Objectives of the Post

- Liaise with parents through daily meet and greet and promote positive home / school links.
- To undertake first day calling and house visits when necessary. To meet with families in school and in their homes.
- To take the lead (alongside the headteacher) on Safeguarding and child protection across the school, coordinating referrals, arranging action and reviewing services for children and families.
- To use CPOMS to record interactions between school, families and professionals
- To work in partnership with parents/carers and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children.
- To work alongside our Education Mental Health Practitioner.
- To provide pastoral support or counselling to vulnerable pupils.
- Manage behaviour plans for those children who need a home / school behaviour plan.
- To coordinate early help and intervention to pupils and families. Attending TAC, CIN and CP meeting when needed including Early Help Pathways.
- To co-ordinate and manage children's Medical Care Plans.

- To work alongside the Todmorden Family Support Cluster and attend family drop in sessions

Supervision Received:

Supervision and guidance will be received from the Headteacher, joint school supervision and from external agencies.

Any additional training needed will be offered

Responsible for:

Support for vulnerable pupils in school

Support for children with behavioural issues in school and at home

Parental liaison

Liaison with outside agencies in safeguarding meetings

Contacts:

Pupils

Parents/Carers

External organisations and agencies

Range of Duties:

- ❖ To manage with advice from the Headteacher, a caseload involving vulnerable pupils needing higher levels of support/intervention, including the following groups:
 - Children Looked After
 - Children subject to a Child Protection Plan
 - Children subject to a Child in Need Plan
 - Children involved in the Child and Family Single Assessment
 - Children with medical needs
- ❖ To act if necessary and as agreed by the headteacher, to help meet the needs of children and their families.
- ❖ To plan and deliver practical support, advice and guidance to vulnerable families where there are concerns about children's behavioural, social and emotional learning.
- ❖ To initiate the provision of appropriate services and resources to maintain the welfare and safety of children and their families.
- ❖ To provide appropriate reports on behalf of the school for related agencies/services including Child Protection meetings, PEP meetings, CLA reviews, Child in Need Meetings and Team Around the Child Meetings.
- ❖ To co-ordinate support to pupils with the Education Mental Health Practitioner.
- ❖ To represent the school at meetings involving those children in the caseload.
- ❖ To provide information for other members of staff in school e.g. Inclusion Manager, Class teachers, Senior Leadership Team, Governors.
- ❖ To adhere to agreed recording systems, policies and procedures.
- ❖ To support the SENDCo with emotional based interventions for SEND children.
- ❖ To maintain Whole School Behaviour Tracking and analyse patterns to identify children who may be particularly vulnerable.
- ❖ To mentor and monitor children who are included in the caseload.
- ❖ To keep coherent records and appropriate documentation (in line with data protection law) to monitor progress of individual cases.

- ❖ To respond to referrals from other members of staff, parents and external agencies relating to safeguarding issues and records of concern.
- ❖ To conduct home visits where appropriate.
- ❖ To ensure that children experience smooth transition to alternative provision, other schools and into school including arranging relevant and sensitive information to be passed between schools in an appropriate and confidential manner.
- ❖ To act as the focal point of contact for external agencies where a multi-agency approach is needed for a particular child e.g. EWO, Care Service.
- ❖ To lead whole school development involving pastoral, welfare and safeguarding development in consultation with the headteacher.
- ❖ To undertake additional duties that are relevant to the post and as identified by the headteacher/line manager.
- ❖ To work with groups of children in classrooms and 1:2:1 or with small groups outside of the classroom.
- ❖ To attend school events and be a visible presence around school.

This job description will be reviewed annually.