**DIAMOND HALL INFANT ACADEMY**

**Job Description**

**Job Title:** **Pastoral Officer**

**Location:** Diamond Hall Infant Academy

**Hours:** 37 Hours per Week – Term Time Only (39 Weeks)

**Term:** Permanent

**Purpose of Job:**

* To maximise the attendance of every child within school and nursery;
* To work as part of the Safeguarding team as a Deputy Designated Safeguarding Lead ensuring safety and welfare of all children and families within school;
* To support cared for children working on individual PEP targets;
* To support the welfare of children with social and emotional needs within school and nursery;

Key Responsibilities

**Attendance**

* Understand and comply with the relevant school policies and procedures, and wider legislation;
* Monitor children attendance, using A Star attendance programme;
* Track children who are late and absent and obtain reasons why. Plan and introduce ways to reduce lateness
* Follow up unaccounted children daily with home visits. E.g. first day response;
* Organise incentives and rewards for children with good and improved attendance each half term;
* Track and supervise (or arrange supervision for) children who are not collected promptly at the end of the school day and contact parents where appropriate;
* Prepare attendance reports for the SLT as required and in-depth half termly reports tracking both individuals and groups; identify trends and strategies used to address these;
* Organise and conduct attendance meeting with parents and carers where necessary;
* Foster caring and supportive relationships with children who have suffered/are suffering illness, injury or distress, and with their families;
* Work with families to provide necessary support for children including, but not limited to, attendance at parents’ evening and coffee mornings, parent workshops etc;
* Deliver assemblies to promote attendance and punctuality;
* Liaise with the local authority and external agencies as required;
* Ensure relevant referrals are made in regards to attendance, following the local authority and DfE process.

**Safeguarding and Child Protection**

* Ensuring the school’s safeguarding policies are known, understood and implemented;
* Take direction from the Lead DSL and respond to referrals and concerns as appropriate;
* Attend safeguarding meetings in the capacity of DDSL to ensure effective safeguarding;
* Seek advice from external agencies and colleagues to make informed decisions around the interest of the child;
* To accurately record promptly using CPOMS system;
* Ensure referrals are made to the appropriate agencies for all cases where children are at risk of harm e.g. Early Help, school nurse or police;
* Provide support and guidance for staff to ensure policies are implemented effectively.

**Cared For Children**

* To understand the principles of good practice in relation to Cared for Children;
* To work with children in regard to the PEP plan and delivering actions required for their individual targets;
* To develop positive caring and nurturing relationships with Cared for Children.

**Welfare of Children**

* To be aware of children in school and nursery who are encountering social and emotional challenges;
* To have an understanding of Mental Health in Children and implement strategies to support their social and emotional development and in times of crisis;
* Being vigilant of our most vulnerable families within school and nursery and organising regular check ins to ensure that their basic needs are met.

**Confidentiality**

All employees are required to work in a confidential manner in all aspects of their work.

**Additional Responsibilities**

* To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies;
* To be an effective role model for the standards of behaviour expected of children;
* To have due regard to and follow all safeguarding procedures;
* Any other duties required by the School which are in the scope of the post/ as directed by the Headteacher;
* To carry out duties with due regard to the School Health and Safety policy at all times;
* To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form;
* To work within and encourage the School’s Equal Opportunity policy and contribute to diversity policies;
* Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification;
* To follow all policies and procedures within the Academy;
* To support with lunchtime provision;
* To attend educational visits if required;
* To contribute to the wider life of the school.

**Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

***Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.***

**Signature: Signature:**

Post Holder Head Teacher

**Date: Date:**