

Role Profile: Pastoral Support Manager (Designated Safeguarding Lead)
Salary Range: NJC28 – NJC34
Reporting to: Principal/Head of School

Important Functional Relationships:

Internal

Staff within the Academy Trust; Pupils and Parents

External

Head teachers and other school-based staff; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non-statutory; any other stakeholder.

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Job

The Pastoral Support Manager is a senior leader responsible for safeguarding and pastoral care across the academy. The role combines whole-family, trauma-informed and contextual safeguarding approaches to support vulnerable pupils, reduce risk and promote engagement, safety and reintegration.



Duties

Safeguarding Leadership

- Fulfil the role of Designated Safeguarding Lead, ensuring robust implementation of safeguarding policies and promoting a safe, vigilant culture across their academy.
- Lead safeguarding culture and practice
- Embed trauma-informed and contextual safeguarding
- Support staff awareness and challenge

Managing Complex Safeguarding Cases

- Carry a safeguarding caseload for the APA they are assigned to
- Lead CP, CIN, LAC cases within the academy
- Refer to appropriate agencies including MASH/MARU, CAMHS, Police, YJS and Early Help
- Attend and where appropriate lead multi-agency meetings

Multi-Agency Working

- Promote collaborative links and relationships with education colleagues, professional and voluntary and statutory agencies
- Lead external agency engagement
- Coordinate multi agency working with the LA, schools and other professionals
- Promote early help strategy and initiation of Early Help Hub referral when appropriate.
- Support transitions and reintegrations

Pastoral & Family Support

- Act as pupils' educational advocate supporting the educational partnership between home, academy and other agencies by support, liaison and negotiation
- Work with pupils taking into account their views seeking to strengthen resiliencies
- Support and understand pupils' social, psychological and educational development, supporting their belonging to family, academy and community. Mobilise support for these young people.
- Work with families using whole-family approach and signposting to support and interventions

Attendance & Engagement

- Contribute to the APAs attendance strategy
- Track absence and risk patterns
- Oversee off-site safeguarding for pupils on alternative packages



Systems & Record Keeping

- Maintain MyConcern records and system in accordance with Trust expectations
- Ensure compliance and accuracy in line with Trust policies and procedures
- Analyse safeguarding trends and produce reports for the academy, governance and the Trust

Staff Development & Leadership

- Deliver safeguarding training to staff members within the academy
- Support staff development within the area of safeguarding and pastoral support
- Provide weekly caseload supervision to the Family Support Worker
- Contribute to school improvement.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

Whole-academy organisation, strategy and development

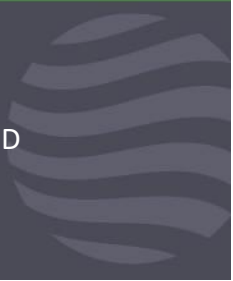
- Contribute to the development, implementation and evaluation of the academy's Five Year Plan, policies, practices and procedures, so as to support the academy's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the academy's appraisal procedures



Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy's community
- Respect individual differences and cultural diversity

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience in main stream/special school • Experience in safeguarding • Knowledge of KCSIE • Display personal and interpersonal development and team-working skills; • Evidence of an ability to develop and maintain relationships with stakeholders built on honesty and integrity • Pro-actively plan, organise and manage workload; • Display reflective practice and reflexivity; • Display Knowledge and understanding of appropriate use of ICT • Display regular evidence of initiative taking; • Display robust self-management skills with regard to problem solving; • Proven record of behaviour management; 	<ul style="list-style-type: none"> • Experience in Safeguarding leadership • Display Knowledge and understanding of appropriate use of ICT in an education setting • Experience of successfully working with children with Social, Emotional, mental Health Needs, SEMH • Experience of working with disaffected children either in a special or main-stream setting;
Education and Training	<ul style="list-style-type: none"> • Relevant qualification specific to role • Level 2 Qualification in English and Maths 	<ul style="list-style-type: none"> • Further qualification relevant to post • Level 3 Safeguarding
Special Knowledge and Skills	<ul style="list-style-type: none"> • Robust self-management skills; • Ability to use ICT both personally and in the classroom 	<ul style="list-style-type: none"> • Working knowledge KCSIE



	<ul style="list-style-type: none"> • An awareness of assessment for learning and its contribution in raising standards of achievement • Excellent interpersonal communication skills and the ability to form strong relationships with pupils, staff, parents and the wider community • Adaptability and flexibility to embrace new developments to raise pupil attainment 	
Any Additional Factors	<ul style="list-style-type: none"> • Regular access to a car • Current driving licence • Motor insurance certificate with Business use 	

