



## Richard de Clare Community Academy

# Job Description & Person Specification

### Safeguarding and Pastoral Manager

<b>Job Title:</b>	Safeguarding and Pastoral Manager
<b>Scale:</b>	Scale 7
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Safeguarding

<b>Job Purpose:</b>	To lead and manage safeguarding practices and pastoral care systems, creating a safe, supportive environment where concerns are identified early, risks are managed effectively, and individuals receive appropriate emotional, social, and practical support.
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>To be the Designated Safeguarding Lead.</li> <li>To lead on day-to-day management of all safeguarding concerns and disclosures.</li> <li>Making appropriate referrals about actual or suspected abuse in line with threshold guidance.</li> <li>Liaising with Social Care, police and other external agencies after initial referral is made, and informing parents/carers of the above, where appropriate.</li> <li>Meeting with parents where appropriate/necessary to address concerns and signpost to support where appropriate.</li> <li>Attending and contributing to child protection case conferences including report preparation.</li> <li>Monitoring of students subject to referrals or on the "at risk" register. Providing ongoing support to same, including leading TAF meetings.</li> <li>Engaging in robust review of decision-making.</li> <li>Attending appropriate training and leading internal safeguarding training and updates.</li> <li>To complete the day-to-day administrative tasks relating to safeguarding including maintaining detailed records of meetings and actions.</li> <li>To oversee the management of My Concern (recording system) and subsequent actions.</li> <li>To provide termly safeguarding reports to the LGC and attend Safeguarding Governor monitoring visits.</li> <li>Actively supporting the school to meet all regulatory standards with regards to safeguarding.</li> <li>Engage with Trust safeguarding reviews.</li> <li>To adhere to the statutory guidance set out in the latest version of Keeping Children Safe in Education at all times.</li> </ul>



	<ul style="list-style-type: none"> <li>• Offering support to students with welfare problems, through discussion, practical resolutions and where necessary arrange direct support, both inside and outside of school.</li> <li>• To investigate allegations by students/parents/carers of bullying and other welfare and safety concerns.</li> <li>• Lead and further develop the pastoral provision and care of all students in school.</li> <li>• Work in partnership with the wider team, actively promoting regular attendance and punctuality.</li> <li>• Liaise with outside agencies as the need arises.</li> <li>• Guidance and support of class teachers with regards to Pastoral matters.</li> <li>• On call support to teaching staff where more severe dysregulation arises in lessons.</li> <li>• Mentoring of identified students.</li> <li>• To complete the day-to-day administrative tasks including pastoral and behavioural records of meetings and actions.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>• Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li> <li>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths. First Aid Qualification.	E D
Knowledge & Experience	Recent experience of working in a primary school. Experience working in a school environment or other educational setting. Experience working with children / young people with additional needs (e.g., SEND, behavioural, mental health). Experience supporting and working with parents of young people with additional needs.	E D E E



	Experience planning and delivering targeted interventions.	E
	Experience working with colleagues and external stakeholders (e.g., from external agencies).	E
	Proven experience in safeguarding and child protection	E
	Experience in managing safeguarding concerns and referrals.	E
Skills and attributes	Strong interpersonal and communication skills, with the ability to build trust and rapport with students, staff, and parents/carers.	E
	Ability to handle sensitive situations with discretion, empathy, and professionalism.	E
	Excellent organisational skills and the ability to prioritise tasks under pressure.	E
	Competence in using relevant IT systems for record-keeping and communication.	E
	Understanding of attendance monitoring and strategies to improve attendance.	E
	Knowledge of available support services in the local area.	E
	Up to date Safeguarding knowledge of children and young people eg Keeping Children Safe in Education.	E
	Excellent organisational skills and the ability to prioritise tasks under pressure.	E
Personal qualities	A calm and approachable demeanor, even in challenging situations.	E
	High levels of emotional intelligence, patience, and resilience.	E
	A proactive and solution-focused mindset.	E
	Commitment to promoting inclusivity, diversity, and respect within the school community.	E
	Upholds and promotes the ethos and values of the school.	E
	Maintains confidentiality at all times.	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.