

Job Description Safeguarding and Pastoral Lead



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| **Job Description** | |
| Job Title: | Safeguarding and Pastoral Lead |
| Pay Grade / Scale / Range: | NJC Scale points 28-31 |
| Benefits & Perks: | Occupational sickness scheme, Local Government Pension Scheme, Health Benefit Scheme, TOIL scheme |
| Working hours: | Based on 36 hours 40 minutes per week. Term Time plus 10 days  Ability to work the hours needed to meet all the demands of the job. This will include hours outside of school hours which is an expectation of the role. |
| Location: | Initially based within the Hawthorns school. You may be required to work at any site of the New Bridge Group |
| Staff responsible to: | Head Teacher |
| Staff responsible for: | Nil |
| Accountable to: | CEO |
| Probationary period: | 26 working weeks |



**New Bridge MAT**

**Safeguarding and Pastoral Lead**

**Main purpose of the post**

**There will be 2 post holders working together but with a focus on specific pathways in school.**

The postholder will work with the SEND / Family Pastoral Team and members of the Senior Leadership Team to create and deliver a shared vision for the personal development, attitude and safeguarding for all members of the school community.

Securing alongside the Head Teacher, the safeguarding strategic vision and direction for the school, based on analysis of local and national safeguarding needs.

Working to support families to ensure pupil attendance is prioritised and any concerns are addressed

Playing a leading role and acting as the first contact to ensure effective home to school transport is in place. Working with the Local Authority, local contractors and school staff to ensure pupil transport is safe and effective.

# KEY TASKS - Safeguarding

* To be the Designated Safeguarding Lead for the school, alongside the Head Teacher.
* To liaised with the Trusts Safeguarding Lead around effective responses to concerns and staff practice.
* To lead the school’s daily response to safeguarding concerns and referrals using CPOMS.
* To keep up-to-date, accurate and secure records of students with Child Protection plans, Child in Need plans and other social services or external agency involvement.
* To ensure that all relevant safeguarding concerns are communicated to the Leadership Team.
* To offer support, advice and give a level of expertise regarding safeguarding to all members of the school staff team, taking appropriate action when required.
* To model for all staff exemplary practice in terms of Safeguarding and Child Protection procedures.
* To triage concerns and referrals from staff, taking appropriate action and making direct referrals to Children’s Services and other relevant agencies.
* To organize the lead EHA meetings and reviews liaising with external agencies as required.
* To ensure that all staff have access to and understand the school Safeguarding/Child Protection Policy.
* To ensure that PREVENT is communicated to staff and disseminate key information.
* To review and update policy documents relating to safeguarding.
* To contribute to Child Protection Conference and Core Group processes by either attending or ensuring that a relevant member of staff attends meetings and necessary paperwork is completed and/or appropriate documentation is available.
* To keep an accurate and up to date database of information of students who fall into safeguarding/child protection categories using CPOMS.
* To develop, track and monitor the reporting systems in CPOMS to prepare reports for the Leadership Team and the governing body regarding trends in safeguarding concerns and impact of interventions.
* To produce reports with key information on safeguarding for stakeholders, including the Senior Leadership Team, Trust, Governors and Local Authority.
* To work collaboratively with the DSL to write, implement and review an annual safeguarding development plan and relevant policies.
* To ensure that visitors to the school are fully aware of basic safeguarding procedures.
* To maintain the upkeep of safeguarding notice boards and displays around the school and on the website.
* To hold responsibility for making and confirming arrangements with external trainers for the delivery of training for staff and governors within the school.
* To arrange Child Protection and Safeguarding courses for relevant colleagues and to ensure the renewal of the courses are completed within relevant timescales.
* To plan and deliver whole staff key safeguarding training and updates throughout the year.
* To provide targeted outreach support to identified students and families, this could include those families at early help, child in need and child protection, but also as a supportive preventative measure.
* To check filtering and monitoring reports produced by the school’s IT safeguarding software, and follow up where necessary in liaison with the Online Safeguarding Lead.
* To carry out home visits as and when required.

**KEY TASKS – Attendance**

* To work with the SLT in school to monitor pupil attendance.
* To liaise with the SEND / Pastoral & Family Team around attendance issues
* Report to the SLT and Governing body around attendance figures and update regarding persistence absence.
* To follow up absences following the guidance in the Attendance policy.

**KEY TASKS – Home to School Transport**

* To liaise with the Local Authority transport team around all aspects of home to school transport
* Liaise with local providers regarding concerns and quality of provision.
* Liaise with families and school staff to provide possible solutions for any transport issues.

# KEY TASKS – Communication

* To respond to face-to-face, telephone and email enquiries with all staff and outside agencies.
* To maintain manual and computerised records/management information systems on safeguarding and child protection on CPOMS.
* To play a major role in initiatives and projects that may arise during the year.
* To ensure that all relevant safeguarding files and information are forwarded appropriately when a student transfers to another school
* To establish constructive relationships with colleagues within the academy and across the sphere of safeguarding and child protection, communicating effectively with other agencies and professionals.
* To communicate key issues regarding individual students to relevant members of staff.

# KEY TASKS – Pastoral / Welfare

* To work collaboratively with other members of the pastoral team and SENDCO to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all students.
* To be a visible presence around the academy modelling high standards, motivation, and persistence.
* To undertake a series of duties ensuring that students are safeguarded and observed during social times and between lessons.
* To sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community and be an excellent ambassador for the school.
* To organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
* To attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
* To attend and participate in relevant training, meetings and performance development as required.
* To promote mental health and wellbeing, know how to support students and be a point of contact for students with regards to extra support which may be needed.
* To act as a first aider.
* To attend trips and visits as required.



**Standard Duties**

1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the Group.
4. To implement and uphold the policies, procedures and codes of practice of the Group, including relating to customer care, finance, data protection, ICT, health & safety, anti- bullying and safeguarding/child protection.
5. To take a pro-active approach to health and safety, working with others in the Group to minimise and mitigate potential hazards and risks, and actively contribute to the security of the Group, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the Group’s training plan, working to continually improve own performance and that of the team/Group.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

**Contacts**

Pupils, colleagues within the Group, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors

**Responsible to:**

Head Teacher

**Responsible for:**

None

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|  | DATE | NAME | POST TITLE |
| PREPARED | 22.10.24 | Chris Headdock  Simon Smith | Business & Operations Manager  Executive Director HR |
| REVIEWED | 10.10.25 | Jonathan Curtis | Head Teacher |

**Special Conditions:**

**An enhanced Disclosure and Barring Service (DBS) check is required for this post**



**PERSON SPECIFICATION**

# PLEASE NOTE: The Panel will use the criteria below to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Panels’ satisfaction) will be invited to interview.

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|  | **Selection Criteria Essential** | **Selection Criteria Desirable** | **How Assessed** |
| **Education & Qualifications** | Written and verbal skills sufficient to meet the demands of the role | Degree  Relevant Professional Qualification  Level 3 Deputy DSL certified | AF / I  AF / I  AF / I |
| **Experience**  **Skills & Abilities**  **Knowledge**  **Work circumstances** | **Successful leadership and management experience in a school or other relevant organisation**  **Experience of managing safeguarding in a school or other relevant organisation, including:**   * **Building relationships with children and their parents, particularly the most vulnerable** * **Working and communicating effectively with relevant agencies** * **Implementing and encouraging good safeguarding practice throughout a team of people**   **Demonstrable evidence of developing and implementing strategies to help children and their families**  **Experience of handling large amounts of sensitive data and upholding the principles of confidentiality (GDPR)**  **Experience of working with children and young people to support them in overcoming**  **barriers to their personal, social or learning development**  **Experience of supporting children or young people with SEMH, Autism, or Special Educational Needs**  Experience of making assessments of children and young people to identify their individual needs  Experience of drawing up individual action plans, monitoring their implementation and making adjustment relating to pupil progress or changes in circumstances  Experience of working in a team collaboratively to share ideas and achieve objectives  Experience of using and integrating ICT as part of the learning process  Commitment to ensuring the safety and welfare of children  Ability to work with a range of people with the aim of ensuring the safety and welfare of children  The physical and emotional resilience to support students with complex needs, taking a non- judgmental approach, understanding that all behaviour is a form of communication  Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns  Effective communication and interpersonal skills  Ability to communicate a vision and inspire others  Ability to build effective working relationships with staff and other stakeholders  Ability to lead a team and manage others’ workloads  Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach  Analytical skills to interpret information, determine different options for action and feasibility of proposals to solve difficult problems  Initiative to plan and prioritise the work of the school, and make decisions to deliver services in the most appropriate way to achieve the best outcomes for students  Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision  Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies  Awareness of local and national agencies that provide support for children and their families  Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people  Knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people  Knowledge and understanding of data protection and confidentiality issues  Detailed knowledge of relevant legislation and government initiatives and how that relates to the curriculum within the school  Knowledge of safeguarding, including CAF processes, and child protection issues with knowledge of appropriate action to take if a disclosure is made  To work occasionally out of school hours  Could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  I  I |



*Abbreviations:* AF = Application Form; I = Interview.

# Any candidate with a disability who meets the essential criteria will be invited to interview