**HORIZON PRIMARY ACADEMY**

**JOB DESCRIPTION**

POST: Pastoral Leader

GRADE: Kent Range 7

ACCOUNTABLE TO: Head teacher

LIAISON WITH: SLT, Inclusion Leader, TKAT ACE Lead, DSL team

**Principle Responsibilities**:

* To meet and greet all pupils and their families at 8:40 each day as a first point of contact, a means of identifying vulnerable children.
* Organise and run soft starts at the start of the day
* To monitor behaviour, emotional and social issues within all year groups and make positive interventions when necessary.
* To tackle behaviour issues across the school as a key point of contact
* To work with the attendance officer daily to monitor attendance issues and devise and implement intervention strategies to improve these issues.
* To identify personal/wellbeing issues that are affecting students’ performance at school and share this information with relevant staff in order to help the student.
* To plan for, deliver and implement wellbeing interventions with children.
* To act as a key worker for students as and when appropriate.
* To provide clear guiding principles and strategies for school teaching staff in order to manage students, wellbeing and behaviour to help minimise incidents of poor behaviour during lesson and social time.
* To identify and adopt best practice across the school in all areas of pastoral care.
* To ensure the maintenance of accurate and up to date student information on schools management information system and own pupil filing records
* To represent the school when requested at Interagency or other professional meetings.

**Management of Behaviour:**

* To help promote positive behaviour throughout the school.
* To support children in times of emotional/mental distress and support and assist class teachers when situations arise.
* To work closely with children with EHCP’s- SEMH, SEN, ASD.
* To support SLT in undertaking investigations into reported misbehavior/incidents.
* To lead social skills groups at playtime/lunchtime with identified pupils when necessary.
* To run lunch time social & emotional intervention in the schools nurture nest.
* To maintain accurate records by recording information on school systems.
* To contribute to the recording, investigation and monitoring of bullying.
* To develop positive relationships with parents and meet with
* To track and report on behaviour over time using CPOMs as a tool

**Pastoral/Welfare Support:**

* To liaise with parents regarding wellbeing/health/hygiene issues.
* To work closely with children’s families to gain a broader and holistic understanding of children’s individual needs.
* To involve/sign post parents to universal services within the community.
* To support parental mental health by signposting to relevant services within the community.
* To represent the school as DSL as CP/CIN/MAM Meetings
* Contribute to the Pastarol care of all students in the school.
* Be the first line of communication for parents, staff and students concerning pastarol issues and to liaise with the Head Teacher and Deputy as appropriate.
* Contribute to the promotion of the school’s corporate identity and a sense of belonging (through assemblies, class talks, workshops)
* Support the organisation of PSHE interventions
* Liaise with outside agencies.

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**Safeguarding/child protection:**

* **Fulfil the role of the Designated Safeguarding Lead**
* Analyse safeguarding incidents on CPOMs in liaison with other members of the safeguarding team
* Liaise with outside agencies, including Early Help, Social Care and Camhs
* Attend DSL and other safeguarding training courses
* Lead on the development of the safeguarding curriculum
* Organise parent workshops
* Work with attendance officer to support children’s attendance.
* Lead sessions and assemblies with children
* Attend CP, CIN and MAM meetings.
* Meeting with parents where appropriate/necessary to express concerns where a full referral is not considered necessary at that point
* Making appropriate referrals about actual or suspected abuse
* Attending and contributing to child protection case conferences
* Monitoring of students subject to referrals or on the ‘at risk’ register

**ACE Leadership:**

* Take a leading role of the implementation of the ACE programme
* Schedule and timetable ACE sessions and interventions
* Support ACE tutors in evaluating their impact
* Monitor sessions to ensure success
* Provide supervision for ACE tutors
* Liaise with Inclusion Lead, SLT and TKAT ACE Lead
* Provide/facilitate training and support for ACE tutors
* Run ACE sessions with individual/groups of disadvantaged children