**KENT COUNTY COUNCIL \_ BOWER GROVE SCHOOL**

**JOB TITLE: Pastoral Coordinator**

**SALARY: KR 7**

**LINE MANAGER : Pastoral Lead**

**HOURS: 37 hours per week, term time only**

**Job Summary:**

We are looking for a motivated, experienced and passionate Pastoral Coordinator to join our Pastoral team, this role will be to support the Pastoral Lead in all aspects to safeguard pupils to ensure they achieve their full potential, in partnership with parents, carers and other agencies.

“*Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should ensure their approach is child-centred. This means they should consider, at all times, what is in the best interests of the child/young person*” KCSIE 2023.

**Duties and responsibilities:**

As the **Pastoral Coordinator (PC) in a large school for pupils with social, emotional and mental health difficulties (SEMH),** you will play a pivotal role in ensuring the safety and well-being of children within our school community. Your responsibilities will include both operational leadership and strategic coordination of child protection efforts. This will include;

* To complete the necessary training to become a DSL and perform designated safeguarding lead duties.
* To protect pupils from maltreatment as well as preventing impairment of pupils mental and physical health or development.
* To support pupils to grow up in circumstances consistent with the provision of safe and effective care.
* To achieve the highest possible levels of safeguarding and well-being for all pupils on roll at Bower Grove School, ensuring the best possible outcomes.
* To support the Senior Leadership Team in creating lasting improvement in the quality of provision through leading on safeguarding with professionalism and high expectations.
* To represent the school at external multi-agency safeguarding meetings (incl CAMHS), preparing reports and delivering these with the upmost professionalism, as well as tracking the impact of interventions delivered.
* To maintain and create links with external support agencies to refer pupils and their parents/carers to the most appropriate support.
* To act as one of the points of contact for external agencies relating to safeguarding and well-being. To make referrals to external agencies including; Children’s Social Care, NELFT, Prevent, school nursing team, SPA etc within the designated time as well as support pupils affected by Operation Encompass/Plus incidents.
* To promote partnership with parents and carers and liaise as necessary regarding pupil care and well-being.
* To contribute to the Annual EHCP Review process where necessary, liaising with teachers, parents and other agencies to promote multi-agency working.
* To liaise and work collaboratively with school staff to ensure pupils safeguarding needs are met and respond appropriately to all safeguarding referrals, whether in person or via My Concern.
* To compile reports for agencies, the Senior Leadership Team, Governors as well as contributing to the compiling and delivering of the weekly safeguarding report.
* To monitor all concerns, actioning and liaising with staff and updating these within a timely manner.
* To assist Assistant Headteachers with DSL responsibilities in managing case loads as well as preparing concerns for final close down.
* To prepare and deliver whole school safeguarding training for staff, attend team and or key stage meetings to disseminate key information and provide regular updates to key stakeholders.
* To plan and deliver short-term safeguarding interventions (under the direction of the pastoral lead) through 1:1 or group work, i.e. safety plans, risk assessments, consent and healthy relationships, child on child abuse, e-safety.
* To keep up-to-date and well informed with all current and new legislation, DSL training, safeguarding briefings and relevant guidance/training as directed by the pastoral lead.
* To oversee pupil safeguarding files for pupils new to school as well as those moving to different school provisions.
* Ensure Safeguarding information on the school website is up to date.
* To fulfil any other duties which from time to time maybe required as deemed necessary by the Pastoral Manager or Lead DSL.

This job description will be reviewed on an annual basis through the Appraisal process. In addition it may be amended at any time after consultation with the Head Teacher.

Signed: ………………………………………………….…. Date: …………………………………………….

Signed: …………………………………………….………. (Head Teacher)