



Job Description - Pastoral Care and Safeguarding Lead

Pastoral Care Lead	
Summary of the role	<p>Job Title: Pastoral Care Lead</p> <p>Reporting to: Headteacher and Inclusion Lead</p> <p>Hours: 35hours per week (8.15am to 4.15pm) Term time + 1 week</p> <p>Salary: BEX09</p>
Role Purpose:	<p>The Pastoral Care and Safeguarding Lead (PCL) plays a key role in supporting the work of the senior leadership team, under the guidance of the Inclusion Leader.</p> <p>To take a lead role in providing high quality and effective safeguarding and pastoral support across the school, maintaining accurate and up to date records. The position will include working with staff, pupils, parents and external agencies to ensure appropriate plans and strategies are in place to support pupils and their families.</p> <p>To lead peer to peer mentoring and deliver small group interventions to meet the needs of pupils.</p> <p>This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.</p>
Main duties and responsibilities:	<p>Act as a safeguarding lead across the school:</p> <ul style="list-style-type: none"> • Work closely with the senior leadership team to implement actions related to safeguarding concerns and matters. • To liaise with social workers and other relevant support agencies to ensure that all families, vulnerable children and young people receive the care and protection they require. • To ensure that all child protection plans are maintained and implemented. • To attend multi agency meetings and ensure subsequent record keeping. • To meet regularly with the designated line manager to report on progress of identified pupils. • To closely monitor vulnerable pupils and advise school staff on safeguarding matters and actions. • To deliver safeguarding training to new and existing members of staff in line with the school's safeguarding policy as well as statutory guidance such as 'Keeping Children Safe in Education.' • To be on duty daily during lunchtimes and playtimes and on gate duty at the start and end of the school day.

- To meet regularly with governors in relation to safeguarding and provide written reports as required.

Pastoral:

- Meet with pupils and parents as necessary to support with pastoral concerns.
- To develop, agree and implement time bound action plans with groups or individuals linked to the needs of vulnerable pupils and to maintain accurate records of work for each identified pupil.
- To liaise closely with school staff to ensure that they understand and support the strategies being implemented by the Pastoral Lead to develop pupils' skills for learning and learning behaviour.
- To contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming barriers.
- To lead a peer-to-peer mentoring programme across the school focused on social interactions during playtimes and lunchtimes.
- To work closely with the SLT, Attendance Officer and Educational Welfare Officer to improve attendance of vulnerable pupils.
- Take a joint lead to develop pastoral care of pupils, providing CPD as necessary.
- Lead workshops and arrange external talks to educate parents in pastoral trends and issues facing pupils.

Pupil Wellbeing:

- Take a lead role in developing and implementing practices, which reflect the school's commitment to positive behaviour and emotional well-being.
- Contribute to school's positive behaviour policy.
- Work with the PHSE lead to enhance the delivery of the curriculum in this area, reflecting the schools own issues.
- To deliver interventions to groups or individuals, to meet their needs.

Admissions and Transition:

- To support the pastoral transition of vulnerable pupils, particularly from Nursery to Reception and Year 6 to Year 7.

Management and General:

- To be a point of contact with parents/carers in relation to pastoral care and behaviour matters. Liaising with teaching staff and senior leaders.
- Follow up all correspondence from parents/carers to ensure enquiries are dealt with efficiently and promptly.
- Meet parents as required.
- Attend Senior Leadership Team or staff meetings as required.

	<ul style="list-style-type: none"> To keep up to date with the range of activities, courses and opportunities, organisations and individuals that could be drawn upon to provide support to pupils and build up a detailed knowledge of support available. To attend training and professional development sessions. <p>To undertake other duties, appropriate to the post, as may be required from time to time.</p>
--	---

Person Specification:			
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of Assessment
Qualifications	GCSE grade C or above, or equivalent, in Maths and English Working knowledge of policies and procedures relating to child protection.	Relevant LCSB Safeguarding Training Level 2 or equivalent Education, Social Work qualification A degree or equivalent	Certificate
Experience	Experience of working with children or young people and their families. Experience of managing a caseload and maintaining accurate records.	Experience of working in a school environment. Experience of dealing with safeguarding cases. Experience of contributing to or delivering training. Ability to contribute to policy development Knowledge and experience of working with a wide range of support agencies and services.	Application and Interview
Skills	Ability to evaluate the risk of abuse and assess the need for intervention. Ability to facilitate children and young people's learning and development through		Application and interview

	<p>mentoring, promoting and maximising educational achievement.</p> <p>Good listening skills and the ability to communicate effectively both orally and in writing, especially with children.</p> <p>Excellent organisation and time management skills.</p> <p>Problem solving skills</p> <p>Ability to record information concisely and present reports.</p> <p>Able to work exercise initiative, work independently and also deal with a number of problems at the same time, being able to prioritise.</p> <p>Good ICT skills</p> <p>An ability to work constructively as part of a team.</p> <p>A customer service ethos.</p> <p>Ability to work flexibly.</p>		
Knowledge	<p>Sound working knowledge of safeguarding</p> <p>Understand how external agencies work, what they do and when it would be beneficial to use them.</p>		Application and Interview
Personal competencies and qualities	<p>Enthusiasm and commitment to working with children and their families.</p> <p>Ability to respect confidentiality</p> <p>An open, honest and transparent approach</p>	<p>Be a strong, reliable dependable person, consistent in approach but maintaining a sense of humour.</p>	Interview