

Pastoral Lead

This is a key appointment for our school. St. Mary's serves a diverse community and the role of the Pastoral Lead is to support staff, community and external agencies to ensure vulnerable pupils and their families have the care and support they need to enable children to succeed.

Grade: 6 (£23,541 - £25,991 pro rata and depending up experience).

Hours: 28 hours/4 days a week.

Weeks: 39 weeks (term time only plus Inset days)

Responsible to: Headteacher and SENCO

JOB DESCRIPTION

Main Roles:

The duties of the Family Support Worker will be determined by the Headteacher and will be adapted to meet the needs of the particular families being supported. Most activities will be undertaken within the school but the post holder will be required to attend meetings in other locations.

Pupil Welfare

- Be the main point of contact for matters relating to pupil welfare including social, emotional and mental health of pupils, safeguarding concerns, medical issues and attendance.
- To be the first point of contact for parents wanting to discuss pastoral concerns and to maintain positive relationships and communication with vulnerable pupils and their families.
- Provide support to teaching staff in meeting the needs of children with poor SEMH, attendance issues, medical matters and safeguarding concerns.
- Ensure medical protocols are in place, regularly reviewed and adhered to across the school.
- To liaise with external agencies including social care, family support, education and health professionals and housing to support vulnerable children and their families. .
- To liaise with the Local Authority to acquire support available to support vulnerable children and their families.
- To be the point of contact for charities and local organisations who offer support for vulnerable children and their families.
- To act as lead professional in the school for multi-agency work.
- Work with the school SENCO, supporting pastoral needs of children with SEND.
- Support staff in ensuring pupil welfare concerns are logged on the school's CPOMs system.
- To plan, manage and evaluate pastoral interventions for children with SEMH including nurture groups and 1:1 therapeutic support.

Deputy Designated Safeguarding Lead.

The overall lead responsibility for child protection remains with the Designated Safeguarding Lead (The Headteacher).

The role of Deputy Designated Safeguarding is to support the DSL by:

- Providing advice, support and guidance to staff on matters relating to safeguarding.
- Ensuring each member of staff has access to and understands the school's Safeguarding and Child Protection Policy
- Maintaining a record of staff attendance at training and ensure all staff meet their statutory duties in relation to safeguarding.
- Acting as a point of contact and develop and maintain links with external agencies, police and health professionals.
- Understanding the importance of information sharing both within the school and with other agencies including health, social care and police.
- Referring cases of suspected abuse to the relevant authorities.
- Supporting staff who make referrals to social care.
- Referring cases to the Channel programme where there is a radicalisation concern.
- Referring cases where a crime may have been committed to the police.
- Liaising with the DSL and keep them informed of any ongoing safeguarding matters.
- Providing summary reports to the school governors on safeguarding matters.
- Working with school SENCO providing support on any safeguarding matters for children with SEND.
- Supporting staff in ensuring safeguarding concerns are logged on the school's CPOMs system.
- Maintaining an overview of CPOMs logs and analyse chronology and frequency of incidents alerting DSL to any concerns.

Training

- Undergo training to provide them with the knowledge and skills required to carry out their role.
- Undertake Prevent Awareness training
- Understand the assessment process for providing early help and statutory intervention, including Gloucestershire Safeguarding Children Board criteria for action and social care referral arrangement.
- Have a working knowledge of how the LA conducts a child protection case conference and a child protection review and be able to attend these events and contribute effectively when required to do so.
- Keep up to date with government communication and policy changes in relation to safeguarding.
- Keep abreast of updates from Gloucestershire Children's Safeguarding Board

General Duties

- Actively promote and market St. Mary's Primary School and present a positive image of the school within the local community.

- Carry out duties at all times in accordance with the school's policies.
- Undertake any other responsibilities commensurate with the grade of the post which the Headteacher may from time to time require.