



## Job Description: Pastoral Lead

Title:	Pastoral Lead
Accountability:	The post-holder will be accountable to the Safeguarding Lead
Hours:	30 hours per week, term time + 5 Inset Days
Contract Type:	Permanent
Salary:	NJC Pts 23 - 25











### Purpose of the job:

This post is an additional school based staff member whose job it is to support children and their families and reduce barriers to learning. These barriers to learning may be a result of something happening within the school or externally.







The Pastoral Lead will work alongside all staff to lead and co-ordinate support for pupils and their families

### Main Duties and Responsibilities:








#### Key Tasks to Support Families

-  To have responsibility for Child in Need within the school. Duties will include making referrals to the Social Care team, assessing pupils, deciding on the level of need and informing parents of the outcome of the assessment.
-  To be the first point of contact in school for all external agencies and attend all meetings and case conferences as required.
-  To take the lead role in liaising with agencies to put a package of support into place for families on the Child in Need continuum.
-  To engage and build relationships with vulnerable families as a point of contact in order to signpost/formulate a package of support.
-  To maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning, including home visits as appropriate and communication of information as required.
-  To manage Family Action and Child in Need caseloads (including Early Help Assessment Tools) in order to assist families in seeking the most appropriate support.
-  To liaise professionally with a range of external agencies.
-  To provide opportunities for families to engage with the school by sourcing and/or initiating shared learning including running parental workshops as appropriate.
-  To ensure information is shared with the Safeguarding Lead/Senior Leadership Team/class teachers and acted upon as appropriate.
-  To maintain record keeping in accordance with the policies and procedures in place in school, including developing case studies.







#### Key Tasks to Support Pupils

-  To be responsible for Operation Encompass calls.
-  To be Deputy Designated Safeguarding Lead.
-  To be Looked After Children's Designated Lead.
-  To be responsible for looked after children and complete PEP's alongside teaching staff.
-  To identify, facilitate and provide appropriate support for vulnerable pupils across school, liaising with class teachers.
-  To promote self-esteem and independence, employing strategies to recognise and reward











achievement within established school procedure.

-  To support SLT/class teachers in the development, implementation and review of behaviour management strategies and specific behaviour management tools (IBP's and PSP's).
-  To provide support for pupils at risk of exclusion by facilitating time out provision within school.
-  To promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
-  Be available to support pupils during the lunch period to help them in resolving conflicts and developing personal, social and emotional skills.
-  Establish good working relationships with pupils, acting as a role model and setting high expectations.
-  Provide consistent support to all pupils, responding appropriately to individual pupil needs.
-  Promote inclusion and acceptance of all pupils.





#### **Key Tasks to Support Staff**

-  To be responsible for providing training to all staff in the school on safeguarding.
-  Lead school initiatives to improve attendance.
-  Work with school staff in identifying patterns of absence and implementing actions to improve attendance.
-  To support school staff in identifying possible under attainment and underachievement linked to poor attendance or other barriers (internal or external).
-  To support the Safeguarding Lead in completing and managing the 175 audit tool.
-  Accompany teaching staff and pupils on visits, trips and out of school activities as required.

#### **Key Tasks to Support School**

-  To be responsible for providing reports to the governing body on safeguarding, engagement and attendance.
-  To be responsible for writing policies for safeguarding and engagement in line with Local Authority guidelines for approval by the Governing Body.
-  Improve behaviour management outcomes via encouragement and targeted programmes.
-  To be responsible for the arrangement, oversight, monitoring and evaluation of personalised programmes for pupils and the resolution of any issues that may arise.
-  To be responsible for attendance/punctuality at the school.
-  Attend and participate in network, Child in Need meetings etc and share best practice.
-  Contribute to the school ethos, aims and improvement plan.
-  Participate in training and other professional development as required.
-  Establish own best practice and use to support others.
-  Assist in the planning, delivery and evaluation of training, advice, guidance and support colleagues.

#### **Additional**

-  High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.
-  To be responsible for improving own practice through observation, evaluation, discussion and training.
-  To comply with the school's Safeguarding Policy, General Data Protection Regulations, Health & Safety regulations and all other policies and procedures.
-  The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time by the Safeguarding Lead, Deputy Head Teacher or Head Teacher.