

**Vacancy Reference No:**

<b>Job Title:</b>	Pastoral & Safeguarding Manager	<b>Job Number:</b>	L3575D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	1037932
<b>Service:</b>	Services for Schools	<b>Grade:</b>	6
<b>Location:</b>	Whitmore Park Primary School		

**Job Purpose:**

- To operate as the School's Deputy Designated Safeguarding Lead
- To manage pastoral care across the school to ensure there is high quality pastoral provision in place, with a responsibility for safeguarding, attendance and supporting mental health and medical needs
- To line manage and organise the work of the staff within the Pastoral Team and any associated budget
- To work collaboratively with other leaders within the school as part of the school Inclusion Team, in order to address the needs of children who need help and support to overcome barriers to learning both inside and outside school in order to achieve their full potential
- To work with pupils and families in need of support to improve outcomes

**Main Duties and Responsibilities:**

- To develop and implement strategies for identifying and supporting pupils and families in need of support and promoting their engagement/Early Help
- To develop and maintain robust safeguarding systems and ensure regular reviews take place
- To work with the Head Teacher to audit safeguarding provision within school and implement identified actions
- To contribute to raising standards of attainment, improving attendance, reducing suspensions and maintaining good standards of behaviour
- On behalf of the school, to help manage and organise the work of attendance and safeguarding
- To work in partnership with a range of agencies to ensure that the needs of the pupils are met
- To participate fully in any assessment procedures involving children supported by a range of agencies
- To work with the Head Teacher to ensure that there are appropriate support strategies in place for vulnerable pupils, including school refusers, poor attendees and new arrivals
- To liaise with the Teaching Assistants and other members of staff to ensure that a range of support is available in school to meet the needs of identified pupils and it is reviewed on a regular basis
- To liaise with our network schools to share and develop best practice for safeguarding and attendance
- To support the DSL and support other DDSs in their role

- To provide training for new and existing staff and signpost to identify relevant training from external agencies
- To ensure that all the safeguarding team, including yourself, receive appropriate supervision and all appropriate and regular training, in line with good practice
- To liaise with the multi-agency safeguarding hub (MASH) and allocated social workers in child protection cases
- To accurately maintain CPOMs and ensure that the school's safeguarding policy and procedure is followed
- To develop and maintain an appropriate case file system, to ensure the accuracy of all recorded information and data, and to ensure that the Pastoral Team, Inclusion Team and Leadership are kept informed and updated of all relevant information and developments in an efficient, effective and timely fashion, as required
- To work with SLT to develop health, childcare and family support services in school, that are inclusive and accessible to all pupils and their families
- To work with parents to provide information, guidance and support on a range of issues and interventions
- To work with the SLT in promoting high standards of attendance and punctuality
- To use effective systems to identify pupils who are not achieving full attendance and implement attendance plans which remove barriers and enable attendance to improve
- To contribute to the development and preparation of informative communication (e.g. website, leaflets, newsletter and information), to families, as appropriate

## **Management**

- To provide professional advice and support to Leadership, the Pastoral Team and the Inclusion Team, using knowledge and skills acquired during a substantial period of experience working with children and families
- To work with SLT to implement aspects of the school's development plan, as appropriate
- To manage staff in the Pastoral Team to include induction and probation, workload allocation, identification of training needs and plans, assessing career progress through the performance management process and ongoing supervision
- To work under own initiative and with a greater degree of autonomy supporting the Head Teacher and the wider team with the smooth running of safeguarding and pastoral care

## **Professional Knowledge**

- To keep up to date with regards to current issues and research regarding family support and initiatives
- To attend appropriate meetings and training events with regard to current issues within, or relevant to, the role
- To undertake appropriate professional development including adhering to the principle of performance management

## **Ethos and Culture**

- To support the school's leadership in promoting an ethos and culture within the school that drives through school improvement in line with the aims of the school.
- To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.
- To undertake any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school

*NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.*

**The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-**

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

**The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-**

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

**Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.**

**Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.**

**Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)**

**Responsible to:** Head Teacher

**Date Reviewed:** November 2023

**Updated:**

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	<b>Job Requirements</b>
<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics, at least equivalent to GCSE Grade 'C' or above</li> <li>• A good understanding of the challenges facing pupils from a disadvantaged community</li> <li>• A good understanding of mentoring relationships with disadvantaged pupils</li> <li>• A good understanding of the range of agencies and activities that provide support to vulnerable pupils</li> <li>• To have knowledge and understanding of safeguarding in relation to the education sector</li> <li>• To hold a qualification of NVQ Level 3 or higher (or equivalent)</li> <li>• To have knowledge and qualifications relating to the role of DSL</li> <li>•</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven track record of working with vulnerable young people/children</li> <li>• Experience as a DDSL</li> <li>• Experience of working effectively with a variety of agencies to support families</li> <li>• Experience of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders</li> <li>• Experience of delivering training</li> <li>• Experience of managing and leading people is desirable</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong team working capabilities and ability to liaise and co-ordinate effectively with peers to achieve objectives</li> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Ability to establish positive relationships with pupils, parents and colleagues and empathise with their needs</li> <li>• To be confident at presenting information in a variety of situations, including formal training and dealing with feedback and challenges</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work with and apply all school policies, e.g. behaviour management, child protection, health &amp; safety, data protection, etc.</li> <li>• Must possess excellent communication skills and be able to communicate in a clear and confident manner both orally and in writing</li> <li>• Be proactive in the support and development of pupils</li> <li>• Good IT skills</li> <li>• To prioritise own workload and meet deadlines/targets as necessary</li> <li>• Numeracy skills and the ability to provide and analysis statistical information</li> <li>• Hold a full clean driving licence as home visits and attendance to meeting is required for this role</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Evidence and willingness to participate in further training and development opportunities</li> <li>• Maintain confidentiality on all school matters</li> <li>• Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role</li> <li>• Have good personal organisation</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>