Alderman Bolton Primary Academy

Job Title: Safeguarding and Pastoral Lead

Salary: Grade 7

Full Time 37 Hours

Term Time or Full Time – Open for discussion

Responsible for leading pastoral care for the school - liaising with all staff (teachers, teaching assistants, midday assistants, office staff, caretaking/cleaning/catering staff), pupils, governors, families and external agencies to support pupil behaviour
To act as lead professional, liaising with the HT and SENCO, to complete TAFs when appropriate, attend core groups, Child in Need and Child Protection Conferences, Child in Care meetings and to refer cases to Social Care, Police, EWO, and other specialist support agencies.
As a designated safeguarding lead be a key figure in the provision of safeguarding for the school – Leading investigative work and providing associated programmes and reports to effectively safeguard children in our care.
Be the named person for parents to speak to with regard to pastoral concerns. Signpost parents/carers to appropriate agencies to provide additional support and help.
Attend meetings, open evenings for parents/carers and participate in staff training development work and induction of new staff referenced to Safeguarding, PSHE and Pastoral work.
To provide appropriate reports on request for HT, SENCO and Governors referenced to areas of work and attend relevant Governor meeting.
Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
Meet regularly with teachers of vulnerable children to update them on progress and gain updates.
Analyse attendance and punctuality patterns- Working closely with the school office administration staff, daily check in to manage absences and lateness to prevent problems so they don't become barriers to learning and act on information. Interact with parents who have arrived into the office after the designated arrival time in line with pastoral and safeguarding needs.
Support the Mental Health Lead in liaison with external agencies and specialists to enable children to maximise emotional health and well-being.

	Essential	Desirable	Evidence Base
Qualifications	Relevant qualifications in safeguarding, social work or education Level 3 Designated Safeguarding Lead (DSL) training or willingness to undertake it.	ELSA trained QTS Degree in Social Work	
Experience	Experience of working in a school setting or working with school staff. Have significant experience of working with children and families. Have experience of supporting attendance (including EBSNA).	Work well as part of a team and have experience of multi-agency working such as Team Around the Family and /or working with other professionals to support pupils in their care. Experience in working with children with ASD and ADHD Work in an	

	Experience of multi-agency working such as TAFs.	attachment aware and trauma informed manner.	
Knowledge and Skills	An awareness & understanding of child protection practices – have level 1 safeguarding training. Some knowledge & understanding of the SEN code of practice The ability to keep up-to-date with changes to SEN practice and research Positive and consistent approach to learning & behaviour, Ability to encourage pupils to interact with others & engage in activities led by an adult Set challenging expectations & promote self-esteem & independence.		
Personal and Professional Attributes	Effective interpersonal skills-Role model for others as being trustworthy, with integrity at the core in relation to the Behaviour Code and related policies, e.g Behaviour Policy, Code of Conduct, Professional Relations, Safeguarding, E Safety, Equality, Transition etc. Approachable and able to empathise with different members of the community. Have an interest in how young people learn and behave. Care about young people but particularly those who find learning and managing their behaviour difficult. Have high expectations of achievement and behaviour and always strive to get the best out of your pupils. Be well organised and be able to plan effectively.		
Knowledge and Skills			

	Committed, enthusiastic and adheres to confidentiality.		