



Job Title: Pastoral Lead

Responsible to: Headteacher, Deputy Headteacher and Inclusion Leader

Pay Scale: LGPS Scale 4

Job Purpose:

The Pastoral Lead will provide a complementary service to teachers and other staff, addressing the needs of the children who require assistance in overcoming barriers to effective learning in order to achieve their full potential.

They will work with a range of pupils, with a focus upon those who need most support to access learning in a self-regulated, calm and positive manner. The variety of issues covered is considerable, ranging from attendance, punctuality, behaviour, emotional security, social friendships and relationships, coping with transition, perceived bullying and personal identity.

The Pastoral Lead will work as part of a team including school staff and other agencies to ensure positive wellbeing, progress and achievement for pupils.

The Pastoral Lead will be a member of the Safeguarding Team, being a deputy designated person for child protection.

Principle Accountabilities

The Pastoral Lead's post is complementary to that of the teaching staff working in partnership to meet the aims of the school. This job profile is a guide to the work that you will be required to undertake. It may be altered to meet changing circumstances and does not form part of a contract of employment.

Key Tasks and Activities

- Promote a positive, optimistic attitude to learning and achievement within the school acting as a role model, with pupils, families and the wider community.
- Challenge and motivate pupils, take advantage of opportunities to improve, promote and reinforce self-esteem.
- Identify pupils who would benefit from a Pastoral Lead and, working with others, draw up and implement a wellbeing plan.

- Deliver therapeutic work that seeks to enable the better understanding of, and provision for, children's needs.
- Develop a mentoring relationship with pupils needing particular support aimed at achieving the goals in the action plan.
- Develop a co-ordinated Pastoral Lead programme within the school pupil support structure, ensuring clear understanding of the distinctive role of Pastoral Lead.
- Help pupils who require support and explore at why they require support and what can be done to help their situation.
- Offer support in the classroom, outside the classroom, during school break times, and at key transition points during the day e.g. arriving at school.
- Implement strategies and support pupils in self-esteem and confidence building activities
- Listen to, and help pupils resolve a range of issues that are creating barriers to learning.
- Work with pupils, their families and colleagues to identify the barriers to positive wellbeing and learning for referred pupils and construct agreed support. Be aware of the importance of positive wellbeing and good achievement and its impact on the life chances of pupils.
- Provide objective and accurate feedback and reports as required, to other staff and agencies with regard to pupils' achievement, progress and wellbeing, ensuring the availability of appropriate evidence.
- Dealing with all levels of behavioural issues, including serious breaches of discipline, violence and aggression in pupils, in conjunction with the Senior Leadership Team.
- Manage the process of behaviour colour changes, recognition identification, monitoring of attitudes and behaviour, and development of pro-social and therapeutic strategies, in partnership with senior leaders.
- Liaising with parents to support behaviour management of their children, and conduct structured conversations. Advise on behaviour strategies and parenting skills.
- Meet parents to discuss issues and problems, run group sessions for parents at school.
- Participate in the development of referral criteria and processes and devise and implement appropriate record keeping and communication programme including setting wellbeing targets.
- Within the performance management structure of the school, identify training needs, engage in training activities and respond to actions suggested to improve performance.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be a deputy designated person for child protection.
- Liaise with external agencies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.

- Network with other Pastoral Leads and teachers, and referring pupils to other appropriate professionals in partnership with the Inclusion Leader.
- Attend and participate in relevant local and national training.
- Be an advocate for a child where required within the school, for example, with the class teacher.
- Liaise with external professional services as necessary.
- Work in partnership with the Inclusion Leader (SENCO) in supporting SEMH in the school.

Other activities may also involve:

- Organise and run activities in school, such as nurture groups.
- Drop in sessions for pupils
- Help with transition activities for pupils moving schools
- Support early morning activities for children arriving early / 'breakfast' club.

Deputy Designated Safeguarding Lead Responsibilities:

- To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Be familiar with, understand and apply the school's Child Protection Policy appropriately.
- Refer cases (or support staff making referrals) ○ of suspected abuse to the local authority children's social care ○ where there is a radicalisation concern to the Channel programme.
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time.
- Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time.
- Provide cover for the Designated Safeguarding Lead as required.

Working Arrangement

Hours of availability are 8:40am to 1:30pm Monday to Friday

Total working week of 24 hours 10 minutes per week

Attending 195 days per year (190 contact days plus 5 training days)