

PASTORAL LEADER & DEPUTY DSL ASSISTANT JOB DESCRIPTION

Job Title:	DDSL and Pastoral Support
Location:	North East Essex Co-operative Academy
Grade / Allowances:	Scale 7 (Pt 19-24)
Contract Type	Permanent
Reporting to:	Assistant Headteacher: DSL and Attendance Lead

RESPONSIBLE FOR

- The effective safeguarding of all students
- Working as part of the Pastoral Team to ensure all students receive the support they need to be successful in the next part of their education journey

JOB PURPOSE

- As DDSL, provide support to the DSL to ensure all pupils are safe
- To support the Head of Pastoral Care and Wellbeing with with all aspects of a pupils personal and academic development whilst at NEECA
- To promote and support positive behaviour for learning
- To promote a community spirit and ethos
- Promote student wellbeing
- Liaise effectively with the SENCO to ensure the needs of all students are met
- To be a role model and an advocate for the students they work with

DUTIES

- Assist the Head of Pastoral Care and Wellbeing in conducting investigations into pupil disciplinary issues and/or allegations about other pupils.
- Arrange meetings with parents and attend as appropriate.
- Respond to individual pupils' needs by implementing a range of strategies including TPP
- Ensure that all concerns raised on MyConcern are dealt with swiftly and effectively
- Work with external agencies e.g. Social Care, Local Authority, Referring schools, Family solutions, EP and complete referrals when appropriate.
- Analyse behaviour and attendance data regularly to ensure there is a proactive rather than reactive approach to working with pupils and their families.
- Work closely with the Attendance Lead to ensure all pupils attend every day and arrive on time. When this is not the case, work with the Attendance Lead on appropriate interventions and support.
- Work closely with the SENCO to ensure pupils' needs are well understood and all staff know every child and know them well.
- Complete duties in accordance with the Academy policy
- Ensure the information on students held on the Academy systems is up to date
- Ensure the highest level of communication in all aspects of work
- Participate in meetings, training, staff development and CPD activities and performance development as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the designated line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

SAFEGUARDING

Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

PERSON SPECIFICATION

Heading	Details	Examples
Qualification & Experience	Previous experience	Successful experience working with children in a school/early years environment NVQ Level 3 in learning support/early years or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Knowledge of First Aid Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	NVQ level 3 or equivalent in English.
	Numeracy	NVQ level 3 or equivalent in Maths
	Technology	Good working knowledge of ICT to support learning and for administrative/ organisational effectiveness
Communication	Written	Ability to write detailed reports, complete returns and write complex letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Successful completion of training to support SEN if appropriate Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child development	Good understanding of child development and pastoral issues such as inclusion and transition
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team Work	Ability to work effectively with a range of adults

	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line management	Ability to manage and support the work of others
	Time management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of Child Protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance