



All Saints Catholic Primary School

Job Description



1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Pastoral and Welfare Manager

1.3 JOB PURPOSE: To be the Designated Safeguarding Lead.

To manage the safety and well-being of our pupils; to help them to overcome barriers inside and outside of school, in order to achieve well.

To take a lead role in monitoring attendance of pupils, and work with parents and other agencies to identify and resolve barriers quickly and effectively.

To work with our parents, families and children, providing necessary support, guidance and signposting as appropriate.

To take a lead role in working alongside our staff team to monitor and implement the 'Supporting Attendance Plan', liaising with HR, as and when appropriate.

To lead on supporting our children and staff on building 'Positive Relationships' and creating a calm, positive environment within school, using restorative justice approaches when necessary;

To have a lead role in supporting the general well-being of all staff in school.

1.4 Line Management: Reporting to the Headteacher or Deputy Headteacher in her absence

1.5 Liaising With: Headteacher, senior leadership team, teachers, support staff, parents, LA representatives, external agencies.

1.6 Salary Scale: G7

1.7 Working Time: 37 hours per week, term time plus four week

1.8 DBS Disclosure Enhanced

2. SAFEGUARDING

2.1 Under the direction of school leaders assist with safeguarding concerns; making referrals to social care and other agencies; writing and leading on Early Help Plans; attending multi-agency meetings; leading SEMH work with individuals or groups of children, within a primary setting.

2.2 To keep abreast of relevant training, to ensure that your knowledge and skills are up-to-date.

- 2.3 To ensure that school policies and procedures around Safeguarding adhere to relevant statutory documentation and requirements, e.g. 'Keeping Children Safe in Education' (KCSIE).
- 2.4 Regularly update and provide training for whole school staff in relation to Safeguarding procedures and policies, as well as case studies.
- 2.5 Provide guidance and support staff when recording, monitoring and responding to Safeguarding concerns.
- 2.6 To ensure that CPOMs records are completed accurately and actioned appropriately, in-line with statutory guidance. To model appropriate, accurate and up-to-date record keeping.
- 2.7 Work alongside children, staff, parents and other agencies to actively promote online safety and cyber security, including concerns in the community.
- 2.8 Provide information to Governors about Safeguarding in school, including working with the Safeguarding Governor to monitor the Single Central Record.
- 2.9 Working alongside the Senior Leadership Team during the induction of all new staff, including teaching students/volunteers.

3. PASTORAL WELFARE

- 3.1 To develop positive relationships with pupils requiring particular support, with the aim of addressing points defined in their action plan and engaging them with activities and opportunities.
- 3.2 To provide information and advice to pupils to make appropriate choices about their own learning and actions, encouraging a restorative justice approach.
- 3.3 To challenge and motivate pupils, promote and reinforce self-esteem.
- 3.4 To have a full knowledge and understanding of the range of activities, courses, opportunities and individuals that can be drawn upon to provide extra support for pupils.
- 3.5 To signpost families to relevant parenting support and information.
- 3.6 To work alongside the School Business Manager to induct new children and families into our school community, including supporting families who are new to the area or country.
- 3.7 To network with other Pastoral Staff and agencies to share ideas and best practice.
- 3.8 Lead and develop effective liaison between schools to ensure there is continuity in terms of support and progression in learning/pastoral concerns when pupils transfer, either mid-year or at their natural transition points.
- 3.9 To have up-to-date knowledge of the EBSA Guidance and work alongside families and agencies to support children not attending school.

4 ATTENDANCE

- 4.1 To take a lead role on monitoring and promoting attendance in school.
- 4.2 To work alongside the Attendance Champion and Office Admin to drive the attendance agenda, by monitoring attendance daily and half-termly, to identify children and families who need specific support and interventions.

- 4.3 To work with the LA Attendance Worker, ensuring that school meets statutory guidelines, policies and procedures.
- 4.4 To facilitate Attendance meetings with parents and families to identify barriers and implement support where necessary, including Early Helps.
- 4.5 To provide welfare checks on children and families as and when deemed necessary by the Headteacher/Deputy Headteacher.

5. STAFF WELL-BEING

- 5.1 To work alongside the Senior Leadership Team to promote staff well-being.
- 5.2 To provide support and guidance for staff in terms of their own personal well-being as appropriate.
- 5.3 To implement the 'Supporting Attendance' Policy in relation to staff sickness, co-ordinating and leading relevant meetings.

6. RELATIONS WITH PARENTS AND EXTERNAL AGENCIES

- 6.1 Develop and maintain effective, pro-active communication and partnerships with parents so as to promote pupils' well-being.
- 6.2 Develop effective liaison with external agencies in order to maximise support for pupils (e.g. the LA, CAMHS link worker, Children's First Partnership Hub, REACH, Food Banks etc.)
- 6.4 Liaise with other agencies to plan, deliver and support training needs for staff.
- 6.5 To liaise with local charities to support families in school.

7. BEHAVIOUR AND ATTITUDES

- 7.1 Work alongside the Senior Leadership Team to ensure behaviour policies and procedures are implemented to the highest standard across school.
- 7.2 Be a positive role model for staff in the implementation of policies and procedures.
- 7.3 To work alongside all staff to ensure that children's behaviour is exemplary and that all children show high levels of self-control and have positive attitudes towards their learning.
- 7.4 To implement and support staff and children in restorative justice approaches when needed.
- 7.5 To work with children, staff and parents to promote strategies to support positive behaviours and support in the development of behaviour plans and/or positive handling plans.
- 7.5 To support leaders in creating and maintaining a positive environment, in which bullying is not tolerated.
- 7.6 To promote children's mental health and well-being, including supporting children with how to stay safe online, being physically and mentally healthy and signs of safety, including healthy relationships with others.

7. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)