



## DORMANSTOWN PRIMARY ACADEMY

### Pastoral and Welfare Lead – Job Description

#### Purpose of the role:

To provide a comprehensive coverage of daily operations involving welfare, safety and oversight of student pastoral care including punctuality, attendance, behaviour and achievement. As Pastoral and Welfare Lead, you will play a vital role in the running of systems that provide care and support for students. The aim of this intervention is to support children's well-being by breaking down barriers to learning by liaising closely with all academy staff, parents and carers as well as partner agencies.

Safeguarding	<ul style="list-style-type: none"> <li>• Work as part of the academy's Safeguarding Team to ensure that all children are protected, following policies and procedures rigorously;</li> <li>• Offer advice, support and guidance to colleagues to ensure children are safeguarded effectively;</li> <li>• Attend child protection conferences and other meetings related to the well-being of children;</li> <li>• Write reports and liaise with other agencies to ensure children are safeguarded;</li> <li>• Demonstrate the effectiveness of safeguarding through annual reviews and act upon recommendations;</li> <li>• Ensure staff are appropriately trained for safeguarding in line with legal requirements and best practice;</li> <li>• Liaise with the senior leaders with particular referenceto vulnerable students;</li> <li>• Lead referrals to outside agencies;</li> <li>• Liaise with parents as required, regarding welfare issues (regular and unannounced home visits are essential to the role);</li> <li>• Proactively liaising with external agencies involved with the welfare of young people;</li> <li>• Acting as the lead professional, where appropriate, and provide support to children, families and other agencies.</li> </ul>
Attendance and Punctuality	<ul style="list-style-type: none"> <li>• Monitor attendance daily, checking that all children have been accounted for and making phone calls or home visits to ensure children are safe;</li> <li>• Identify attendance problems and work with children, families and external agencies to find solutions;</li> <li>• Prepare regular attendance reports and discuss them with the SLT;</li> <li>• Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action;</li> <li>• Supporting the academy in fulfilling its statutory duties in relationto attendance and be capable of instigating legal action following appropriate protocols.</li> </ul>

Supporting Children and Families	<ul style="list-style-type: none"> <li>• Work with external agencies (eg; Early Help, Social Care) in the best interests of the children;</li> <li>• Be a point of contact for parents and carers;</li> <li>• Help parents, carers and families find support by 'sign posting' them to appropriate agencies;</li> <li>• Find ways to build good relationships with parents, carers and families to support their children's education and well-being;</li> <li>• Work with staff and children to ensure excellent behaviour for learning;</li> <li>• Help to arrange alternative education for pupils who are excluded;</li> <li>• Work with the academy counsellor and other agencies to ensure children's pastoral and emotional needs are met;</li> <li>• Ensure children are wearing the correct uniform and take action where appropriate;</li> <li>• Analyse patterns in behaviour and provide feedback to the leadership team;</li> <li>• Oversee the rewards and sanctions system operating in the academy;</li> <li>• Support the work of the children's Junior Leadership Team.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Be available and visible to parents and carers at the start and end of the academy day;</li> <li>• Support children and staff to oversee lunchtimes;</li> <li>• Participate in Pastoral Team meetings and other meetings relevant to the Academy;</li> <li>• Participate in annual reviews of performance providing clear evidence of impact and case studies;</li> <li>• Participate in training as appropriate;</li> <li>• Ensure all appropriate information and communications are disseminated to appropriate staff;</li> <li>• Work as a trainer for Positive Handling;</li> <li>• Lead the co-ordination of any holiday provision across the academy.</li> </ul>
<b>Maintaining Professional Competencies</b>	<ul style="list-style-type: none"> <li>• Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them;</li> <li>• Ensure high level of professional competences by attending regular training and self study;</li> <li>• Main the dignity and respect of children, families and colleague through professional behaviour and appropriate levels of confidentiality.</li> </ul>
<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.</p> <p>The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.</p>	

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.