



JOB DESCRIPTION

PASTORAL AND SAFEGUARDING OFFICER

Post Title:	Pastoral and Safeguarding Officer
Post Grade:	
Contractual Status:	Permanent
Responsible to:	Headteacher
Line Manager	Designated Safeguarding Lead
Hours :	37 hours per week term time plus 2 weeks

Professional Duties

To assist the Designated Safeguarding Officer (DSL) and Head Teacher in taking the lead on safeguarding and child protection across the school (acting as Deputy Designated Safeguarding Officer), coordinating referrals, arranging action and reviewing services for children and families.

To work in partnership with parents/carers and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children.

To advise and support other members of staff on child welfare and child protection matters.

To provide support to pupils and their families to overcome barriers in order that learners achieve their full potential and make progress.

Specific Duties of the Post

Designated Safeguarding Role (Deputy Safeguarding Officer)

- To liaise with the Designated Safeguarding Lead and the Head Teacher in relation to all aspects of safeguarding
- To act as a source of support, advice and expertise within school
- To make referrals, when necessary, by liaising with the Designated Safeguarding Lead and then with relevant agencies
- To support Looked After Children and their carers and enable positive dialogue to be established between carers, social workers and school
- To promote the speedy and effective transfer of information of targeted pupils (e.g. LAC) between schools, other educational settings, carers and other agencies
- To assist in the arrangements for those moving schools, or other settings, ensuring that

this is managed in an appropriate and child-centred way.

- To attend relevant meetings, strategy groups and case conferences
- To monitor targets set at PEP meetings and support programmes to meet these targets
- To maintain accurate, up-to-date, confidential documentation
- To liaise with the Designated Safeguarding Lead to monitor and coordinate appropriate training for all staff
- To liaise with the safeguarding link-governor

Pastoral and Welfare Role

- To provide pastoral support to pupils in relation to:
 - behaviour
 - confidence and self-esteem
 - attendance and/or punctuality
 - relationships with peers or adults
- To build good working relationships and liaise with relevant staff and other agencies
- To assist in the monitoring of attendance and support whole school improvement in attendance and punctuality
- To participate in the review of whole school policies when required, e.g. behaviour, attendance, safeguarding
- To network with other pastoral leads and share best practice
- To keep parents informed of pupils' needs and progress and to secure positive family support and involvement
- To coordinate early help and intervention

General

- To work in accordance with current legislation and regulations, in particular those associated with child protection and pupil safeguarding
- To work with the Leadership Team to monitor and support vulnerable pupils
- To work in accordance with the school's ethos and values
- To comply with all school policies and procedures
- To undertake other duties commensurate with the grade in relation to the nature of the post.

Other

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

I agree to the above hours and job description

Employee Name:

Employee Signature:

Date: