**JOB DESCRIPTION**

**EDUCATION**

**JOB TITLE:** Lead Professional- Vulnerable Pupils

**DIVISION:** Education

**GRADE:** Band 11 Full time (37 hours- Term Time Only – 195 days)

**RESPONSIBLE TO:** Head of School

**Purpose of Post**

* To develop, implement and evaluate strategies, interventions and practice in conjunction with colleagues and wider professionals to improve outcomes for vulnerable learners
* To lead a team to enable all learners and their families to achieve high levels of attendance and good standards of behaviour and attitudes to learning
* To lead on the implementation of the relationship and behaviour policy within Horizon and Haven to ensure positive outcomes for pupils in relation to their welfare and personal development.

**Key Relationships**

* Head of School
* Executive HeadTeacher- Vulnerable Pupils
* Virtual School Team
* Schools
* Other Educational Professionals
* Staff across Children’s and Joint Commissioning
* Carers / parents
* Any other relevant professionals

**Main Duties and Responsibilities**

* To provide leadership and co-ordinate the implementation of the relationship and Behaviour policy and the Attendance policy within the school
* Contribute and lead training for school staff and wider audiences
* To provide operational leadership to support staff within school
* To liaise with pupils, parents, colleagues, schools and outside agencies as required
* To support the Executive Head Teacher, Head of School and Local Authority Attendance Teams with initiatives to improve attendance across the school
* To manage and support daily pupil interventions with support from the school leadership team and designated support staff in school
* Identify and develop support plans for all pupils
* Hold the role of Deputy Safeguarding Lead
* To support staff in their role in relation to child protection and safeguarding
* To co-ordinate timetables and manages site-supervision and operation of whole school relationships and behaviour.
* Lead on integration of pupils into school
* Lead on transition of pupils to their next education destination
* Lead on gathering and sharing of information and intelligence in relation to pupils transitioning to school ensuring staff are aware of support packages and personally co-ordinating more complex support and interventions for identified students
* Contribute to the co-ordination and management of extra-curricular activities, events and initiatives for pupils
* Act in the capacity of lesson cover supervisor and on-call emergency cover contact
* Develop systems to support pupil welfare, attendance and behaviour
* Develop, monitor, evaluate and support the implementation of targeted interventions to improve outcomes for individual or groups of pupils.
* Participate and contribute to ‘Team Around the Family’:
  + Attendance and contribution to professional meetings
  + Undertake work with families and report on progress and issues to such meetings and undertake regular reviews of such work
  + Work with other colleagues from in school and external agencies to plan and deliver appropriate intervention for students and families
  + Maintain effective records in respect of individual pupils
* Provide support to school staff to improve relational and behaviour management strategies
* Lead or liaise with outside agencies involved with pupils to improve outcomes
* Chair regular meetings of school staff and wider professionals to provide support and challenge regarding actions and impact on outcomes for pupils
* Lead on reviewing and implementing behaviour and reward policies
* Undertake any other duties, consistent with the nature of the role, which may be directed by the Executive Head Teacher or Head of School

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: November 2023

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**