

Pastoral & Safeguarding Officer

JOB DESCRIPTION

Line Managed by:	Lead Pastoral and Safeguarding officer
Line Manager for:	n/a
Salary Scale:	NJC Grade SO2 (Pt range 26-28) £40,226 to £42,107 (pro rata)
Hours:	Full-time -36 hours, 44 weeks per year (term-time + 5 weeks)
Annual Leave:	Taken within school closure periods only
Contract	Permanent

Job Purpose

You will work alongside Pastoral and Safeguarding Officers (PSOs), Phase Leaders, and the Pastoral and Inclusion teams to manage a specific year group and support all students in achieving their full potential. The role of PSO involves removing barriers to learning and providing intervention strategies for wellbeing and positive behaviour. This could include working one-to-one or with small groups of students in order to support wellbeing, SEMH, attendance, and educational outcomes. The PSO will provide a strong positive role model to students and develop a positive ethos within the existing pastoral system.

Specific Duties:

1. Direct Student Support, Behaviour and Wellbeing

- Coordinate and be proactive in providing and delivering a range of wellbeing and resilience programmes for vulnerable and challenging students, continually monitoring and evaluating their impact.
- Promote positive behaviour management through the use of restorative approaches.
- Work with HOY/Phase Leaders to investigate and deal with incidents of misbehaviour according to school policy, recommending further action, liaising with key staff and informing parents/carers.
- Liaise with the SEND team regarding key students, referrals to the Student Support Centre, and student reintegration back into lessons.

2. Multi-Agency, Safeguarding and Pastoral Interventions

- Refer to Children's services where required, attend Core Group and Child in Need meetings and prepare reports as required.
- Be proactive in setting up Pastoral Support Plans (PSPs) and liaising with parents and multi-agency teams to support the education of individual students.
- Attend the Teacher Around the Child Meetings and Annual Review meetings as required.
- Coordinate the effective use of LEA support agencies and serve as the link person for designated students with multi-agency teams (e.g., Social Services, Educational Welfare, Behaviour Support, Inclusion Team, Educational Psychologist, and CAMHS).
- Attend multi-agency meetings and other borough liaison meetings to support the education of individual students.

3. Attendance and Parent/Carer Engagement

- Monitor student attendance and meet regularly with the Family Support Worker to discuss individual students.
- Liaise with parents and carers regarding pupil safeguarding, wellbeing, behaviour, and attendance issues.
- Arrange for work to be provided in instances of external exclusions or long-term absence, including liaising with link schools.

4. Record Keeping and Reporting

- Maintain student records and provide information on designated students to staff and other related student services.
- Monitor and follow up CPOMS logs, recording actions in a timely fashion.

5. Phase and School Support

- Attend and support Phase Leaders at year meetings with form tutors according to the meeting schedule.
- Support Phase Leaders with specific year group activities as required (e.g. academic tutoring days, parents' evenings, information evenings, review and award assemblies, etc.).
- Contribute to supervision arrangements during lunch and break times.
- Participate in the school's performance appraisal system.
- Undertake other work of an appropriate nature in the interests of the school, according to the grade and responsibility of the position, at the discretion of the Line Manager and Headteacher.

6. Transition and Mid-Year Admissions

- Work with the admissions manager to support the Mid-Year admissions process, including conducting interviews, liaising with the year team to allocate tutor groups and timetables.
- Manage the effective integration of students admitted to the school mid-year.

7. Training and CPD

- Keep up to date with current safeguarding, mental health and wellbeing issues
- To undertake CPD, including Level 3 safeguarding training as required.

Safeguarding

- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Designated Safeguarding Lead.