



## **Job Description**

### **Pastoral/Safeguarding Officer**

#### **Purpose of Post:**

To work with the Assistant Headteachers/Heads of Year to ensure the welfare and progress of students in their learning and personal development.

#### **Accountable to:**

The person appointed will work with Heads of Year and Senior Leaders, directly line managed by the Deputy Headteacher Pastoral.

#### **Responsibilities:**

- The person appointed will be a member of a team led and managed by the Deputy Headteacher Pastoral.
- The person appointed will work mainly with students and will be expected to be flexible, work as part of the team, and contribute to the development of the service across the Key Stages.

#### **Core responsibilities:**

- Support the attendance office in maintaining high levels of attendance and punctuality, and working to improve it;
- Be the first point of contact for students and families when personal matters affect learning;
- Work with agencies in school and beyond to support students and their families;
- Work within school systems on safeguarding and communication to inform senior leaders and academic staff about issues affecting students' progress and wellbeing including recording, managing and updating CPOMS as appropriate

#### **Specific responsibilities:**

- To be a Deputy Designated Safeguarding Lead (DDSL)
- To complete, submit and ensure the implementation of referrals to outside agencies as part of a multi-agency approach to supporting our students further
- Attend outside agency meetings and provide detailed reports (including updating CPOMS) back to senior staff and Heads of Year in school.
- To ensure plans drawn up by outside agency meetings are acted upon and monitored in school
- To provide ongoing support for CiC students and those on plans including Child Protection and Child in Need.
- To be a named point of contact for outside agencies on specific cases.

- Contribute to students' personal development as a mentor and coach
- Work within school systems for pastoral support and intervention, safeguarding and wellbeing, information advice and guidance.
- Investigate instances of negative behaviour, issuing sanctions in line with school behaviour policy.
- Provide lunchtime and break access each day, being available for and interacting with students, whilst ensuring that good order is maintained.

**Standard Duties**

- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the school.
- Uphold all policies procedures and codes of practice of the school.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.
- Undertake such other duties of a similar nature as the Headteacher may reasonably require.

**Signed .....**

**(Pastoral/Safeguarding Officer)**

**Signed .....**

**(Headteacher)**

**Dated .....**

**(Pastoral/Safeguarding Officer)**

**Dated .....**

**(Headteacher)**