



Job Title: Pastoral Welfare Leader
School: Green Meadows Academy
Pay Band: S1 Point 23-25
Responsible To: Assistant Principal
Hours: 37 per week
Employee Supervision: None

Purpose of the role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision.

To develop, implement and support systems and processes to ensure the highest standards of safeguarding.

To develop, implement and support systems and processes to ensure positive attendance improvement.

To develop and implement systems which enable behaviour change and positive behaviour for learning, this could include detailed and specialist knowledge in particular areas and will involve supporting young people in achieving the outcomes identified on their EHCPs.

Provide specialist support in ensuring that pupils are able to engage both in the classroom and across the wider school community.

Support staff in developing excellent classroom practice that supports positive behaviour for learning.

To work directly with children and young people, their parents/carers, GMA staff, and other professionals, to ensure that each child's holistic needs are addressed, thereby overcoming barriers to individual engagement.

To promote the welfare of children and young people at all times.

Key Areas:

Learning Support

Pupil Support

Family Support

Safeguarding Support

Duties and Responsibilities:

Learning Support

To participate in the comprehensive and ongoing assessment of all pupils to identify those who need extra support to overcome barriers to learning both inside and outside school

To organise, deliver and evaluate personalised intervention programmes including 1:1, small group work and enrichment activities to support pupils in designated areas throughout the school day

To support the school routines through the operation of the “learning support system” supporting pupils back into learning when required

To promote the speedy and effective transfer of information relating to welfare concerns so that pupils are appropriately supported

To meet regularly with relevant staff to report on the progress of pupils

To have a full knowledge and understanding of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and the ability to structure these into a coherent learning programme

To work closely with other agencies and take an active role in coordinating and supporting the work of these agencies both in and out of school, to meet pupils’ needs in a focused and integrated way

Pupil Support

To identify pupils who would benefit most from support and draw up and implement attendance, behaviour and learning plans etc. to maximise their achievements.

To develop one-to-one mentoring relationships with pupils requiring particular support to help them achieve goals defined in the action plan.

To provide programmes for individuals and small groups of pupils on, for example, social skills, anger management and emotional literacy.

To maintain regular contact with parents/carers of pupils in designated areas to keep them informed of their child's needs and progress, and to secure positive family support and involvement.

To liaise closely with teaching staff, parents and carers regarding issues of welfare, behaviour and attendance.

Attend to pupil's personal needs and provide advice to assist in their social, health and hygiene development.

Family Support

To manage and deliver programmes for parents/carers and identified groups of pupils from within school to support the management of their social and emotional development.

To identify and manage referrals to agencies for parents/carers and identified groups of pupils from within school.

To manage and provide information to agencies e.g. RADAR, DWP Housing to ensure correct support for families.

Empowering children and young people/parents and carers through the development of positive relationships and the provision of information and support.

Safeguarding and Child Protection

The Pastoral Welfare Leader will be a designated lead on safeguarding and child protection and work as part of a team to ensure the safeguarding of all students within the academy by:

Investigating causes for concern raised by staff and responding with timely and appropriate actions as guided by KCSIE.

Manage and lead on the safeguarding reporting system (CPOMS) to record, analyse and report on concerns and actions.

Communicating effectively with appropriate agencies with regard to individual safeguarding concerns.

Making referrals to appropriate agencies (e.g. social care) if appropriate.

Attending multi agency meetings regarding students on behalf of the school (eg. EHP, CIN and Core group meetings).

Acting as lead professional representing pupils in processes such as EHP, securing the best possible outcomes.

Ensuring that appropriate records are maintained for all areas of safeguarding and child protection.

Maintaining, developing and implementing school systems and organisation regarding safeguarding and child protection in line with best available practice and legal requirements



Attending training as directed in order to ensure up to date knowledge and skills

Deliver training, support and advice on safeguarding and child protection for staff in both academies to ensure best practice and school systems are consistently applied