

DISS HIGH SCHOOL

Job Description

PASTORAL SUPPORT OFFICER

Purpose of Post

To work in partnership with the main DSL, the school and other key agencies' staff to deliver key outcomes for children through a range of integrated support services.

Key Areas

1. Pupil Support
2. Home/School and Community Partnerships
3. Safeguarding

Duties and Responsibilities

1. To fully engage in all safeguarding training.
2. To actively encourage the inclusion of all pupils to participate in the life and activities of the school.
3. To contribute to plans, reviews and pupil evaluation by writing reports on individual progress and attend meetings as required.
4. To work with colleagues to facilitate effective, two-way communications between pupils, parents and teachers.
5. To attend and contribute to meetings in respect of individual children and all Safeguarding matters as required.
6. To develop and maintain links between school, parents and the key partners and agencies in support of pupils' learning and well-being.
7. Inform and support parents on educational issues and welfare related issues e.g. pastoral care, assessments.

Safeguarding

1. As part of a rolling programme, assist in developing whole school Safeguarding policies.
2. Ensure that all safeguarding issues are reported to the Designated Safeguarding Lead.
3. Regularly review safeguarding files to determine next steps, level of support or interventions.
4. Induct new staff regarding Safeguarding procedures in school and support new staff.
5. Liaise with the designated Governor for Safeguarding.
6. Liaise, as required, with external agencies, including CADs and the Police.

7. Liaise with parents regarding all Safeguarding matters and to assist in the dissemination of information and provide advice to parents on all safeguarding matters.
 8. Ensure that reports and documentation in respect of all Safeguarding matters are completed in a timely manner and maintain the absolute security and confidentiality of all documentation in relation to such matters.
 9. Involve parents in EHAP meetings and write EHAP reports in order to support any unmet needs of children and/or their family.
 10. Ensure the absolute confidentiality of all documentation relating to Safeguarding.
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This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

December 2024