

Pastoral Welfare Leader

Job Description

The purpose of this post is to:

- Secure improvements in pupils' welfare, behaviour and attendance
- Establish strong relationships with parents and carers
- Work with relevant professionals in response to the needs of pupils and their families.
- Develop and deliver interventions
- Support pupils at times of crisis through the effective use of TeamTeach and other strategies

The successful candidate will:

Pupil Support

- Build a whole picture of every child in your school area to support their needs in school, in the community and in the family home.
- Support the admissions and transition process.
- Plan, deliver and evaluate personalised intervention and enrichment programmes to improve welfare, behaviour and attendance.
- Complete referrals to other agencies and work collaboratively with all stakeholders.
- Use specialist SEN and behaviour strategies to support self-regulation and de-escalation in accordance with school policies.
- Liaise with taxi and transport companies to support good attendance, collecting pupils from home when required.
- Supervise pupils on visits, trips, out of school activities and lunch/break times as required.

Family Support

- Work closely with parents and carers, keeping them informed of their child's needs and progress, sharing sensitive issues when needed and securing positive family support.
- Support parents by helping and challenging them to improve their parenting skills by, for example, running basic and specialist parenting classes, interventions and signposting appropriately.
- Ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities including open days and other events.
- Identify, with parents, reasons for their child's non or low attendance, and work with them and others to achieve regular attendance including supportive home visits.

Support for the School

- Train and fulfil the role of Deputy Designated Safeguarding Lead
- Be responsible for maintaining and updating records, information and data in line with school policies, contributing to reviews and producing analysis and reports as required so that pupils are appropriately supported
- Lead and attend a range of meetings related to pupils' behaviour, welfare and attendance
- Keep up-to-date on the range of agencies working locally in order to maintain knowledge of services to which parents might be signposted

Management of Staff

- Be responsible for the day-to-day management, training and supervision of staff including ISWs and Teaching Assistants
- Provide guidance and appropriate leadership to staff including performance, development and review; support and supervision and other relevant processes
- Ensure support staff are effectively trained in relation to welfare issues

Essential Criteria

Education & Training

- GCSE English/Maths grade A to C or equivalent
- Level 3 qualification or willingness to achieve within a specified period of time or proven ability to work at this level
- Commitment to all CPD offered

Experience

- Relevant experience in a school or similar setting
- Experience of working with children and young people with additional and/or special educational needs
- Experience in deploying a range of strategies to support pupils at times of crisis and challenge

Knowledge and Abilities

- Ability to demonstrate the school's values
- Ability to work constructively as part of a team
- Ability to learn about the needs of pupils' in order to support them effectively
- Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations
- Working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation
- Growing knowledge of SEND, SEMH and child development
- Ability to relate well to children and adults and to build positive relationships with all
- Effective communication skills, both verbal and written
- Ability to maintain high levels of confidentiality
- Ability to use a variety of IT software after training (including the maintaining and use of databases)

Additional Requirements

We expect all our adults to:

- Uphold and promote professional standards including the Trust and Academy's code of conduct and values.
- Establish constructive relationships with all and understand and respect the position of all within the Trust.
- Contribute to the overall ethos, work and aims of the school.
- Promote the inclusion and acceptance of all pupils.
- Work as a member of a team to provide a safe, caring and stimulating environment.
- Be warm, consistent and reliable.
- Attend to pupils' personal needs (including social, health, physical, hygiene, first aid and welfare matters) according to the school's policies and procedures.
- Provide children with a 'secure base' in school by:

- helping them to regulate their emotions
- modelling the role of a trusting adult
- supporting them to form and maintain trusting relationships with others
- maintaining a calm and consistent approach and asserting appropriate boundaries
- encouraging children to reflect on what goes wrong but not in a way that induces shame.
- Provide an on-call response for pupils.
- Administer and assess routine tests and invigilate when required.
- Undertake administrative tasks relevant to the role and according to the systems of the school.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Supervise pupils at lunch and break times.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the SPP's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services. You will be expected to travel and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within 'good practice' guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.