



PATHWAYS SCHOOL  
Learn · Grow · Thrive

## Pathways School

### Job Description

**POSITION: Pastoral Lead / DSL**

**HOURS: 35 hours per week, 52 weeks per year**

**SALARY SCALE: PO3**

#### **PURPOSE OF JOB**

- To act as the Designated Safeguarding Lead and Attendance Officer and to assist in the coordination of referrals, arranging action and reviewing services for children and families. - To support the development of safeguarding and child protection policies, training and procedures and guidance for Pathways School
- To ensure children are attending school and the school knows that pupils are safe if they are not
- To work with families, accessing resources, to help increase their involvement in the education and welfare of their children.
- To oversee pastoral and first aid care to pupils to ensure their health and safety within the school by being named as the appointed person for first aid.

#### **Main duties and responsibilities**

- To implement Eko Pathways School child safeguarding and attendance policies and procedures. - Encourage good practice by promoting and championing the safeguarding policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child. - To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer pupils to outside agencies and coordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings - To ensure that vulnerable pupils are supported appropriately and sensitively and that all actions assigned to Pathways School from planning and interventions meetings are successfully carried out and monitored.
- To plan and assist on safeguarding training within school
- To plan opportunities for parental engagement within the school and community
- To act as an appointed person for First Aid within the school

### **Safeguarding**

- Under the supervision of the Safeguarding Lead to attend and participate in Child Protection Conferences and Planning and Review meetings, whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. - Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within Eko Pathways School.
- To maintain confidentiality at all times.
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the academy.
- Develop a register to monitor safeguarding referrals
- To adhere to the Schools' policies as outlined in the staff handbook.

### **Family Support**

- To work as part of the team at Pathways School to deliver universal provision of parenting-skills focused family support to improve the social, emotional development and health of pupils at the school and their families.
- To provide advice and signposting to enable families to access universal and targeted services - To work directly with children and their families in the community in order to promote, strengthen and develop the relationship between parents/carers, children and young people and the school.
- To help develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support children/young people and their families.

### **Appointed Person – First Aid**

- To call the emergency services if needed (in consultation with the head of school) - To make first aid procedures known throughout the school through training and signposting in communal areas
- To carry out first aid when required
- To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals. - To be responsible for the safe-keeping of prescribed drugs in a locked cupboard. - To liaise with partner schools in order to assess pupils' potential medical needs prior to their attendance at the school.
- To make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of pupils, undertaking the necessary communications and ensuring appropriate records are completed and retained
- To keep an up to date accident and incident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Health and Safety SLT member.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school

are trained in these skills.

- To hold monthly meetings with all first aiders within Pathways school.

### **Attendance**

- To produce reports and statistics for the Head of School / Executive Principal and LGB
- To be responsible for the improvement of attendance throughout the school and to meet or exceed the school attendance annual targets.
- To work directly with the school's Attendance Management Officer
- To be responsible for the BromCom Attendance System – monitoring and identifying truancy and absence to identify trends and to intervene appropriately.
- To act as the first line of contact to parents in relation to attendance and truancy. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance
- In consultation with line manager to recommend action to be taken, and develop strategies to combat unauthorised and authorised absences
- To interview students and parents to discuss pupil attendance and agree ways forward -
- To provide attendance information for School Reports
- To conduct late sweeps and truancy visits
- To carry out all activities in line with the Trust's policies for Health and Safety, Safeguarding and Child Protection and Equal Opportunities

### **Monitoring and Evaluation**

- Review attendance policy for evidence of impact and recommend any changes needed -
- Review Local Authority Attendance Management Officer service
- Safeguarding policy - evaluating the implementation and impact
- Positive Handling policy - evaluating the implementation and impact
- Monitor the implementation of the First Aid Policy

### **General Duties**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- To work in accordance with the school's equality policy.
- The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder
- To be involved in the school's performance management process.

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Job Description agreed on:

Post Holder:

Head of School / Executive Principal:



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**Pathways School**

**Person Specification**

**JOB TITLE: Pastoral Lead / DSL**

**GRADE: PO3**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>EXPERIENCE</b>  Of working with individuals with social emotional and mental health needs in a mainstream /SEN setting.  Of working with outside agencies including parents  Of following safeguarding and first procedures in a school setting	✓  ✓  ✓	

<p><b>SPECIAL ABILITIES</b></p> <p>Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work</p> <p>Ability to summarise clearly and concisely and to produce complex reports An understanding of ECAF and the 'Early Help' process</p> <p>Ability to record and produce minutes from safeguarding meetings. Ability to maintain student records and write other short reports as required</p> <p>Ability to develop good, collaborative working relationships with pupils, parents, colleagues and outside agencies</p> <p>To be committed to providing a safe and secure service to the children of the school and to put duty of care for the children above all other considerations.</p> <p>Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and fam</p> <p>Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work.</p> <p>Experience of working effectively with the parents /carers of children / young people</p> <p>Knowledge of Individual Health Care Plans and school</p> <p>Responsibilities Knowledge of stock checks and ordering procedures.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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<p><b>OTHER JOB SPECIFIC REQUIREMENTS</b></p> <p>Commitment to the Council’s Equal Opportunities Policy and acceptance of your responsibility for its practical application.</p> <p>Good attendance and timekeeping record.</p> <p>Recent first aid qualifications.</p> <p>Ability to work as a member of a team.</p> <p>Ability and willingness to respond quickly to the changing needs of the children and school on a short and long term basis by being a flexible worker.</p> <p>Ability to work in line with school policies and meet school national standards.</p> <p>Ability to work on one’s own initiative, balance competing priorities and organise a work schedule</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>EDUCATION AND TRAINING</b></p> <p>Ability to demonstrate good literacy skills and write clearly and accurately in order that meaning is understood and conveyed.</p> <p>Evidence of further training or experience in a related field.</p> <p>Willingness to participate in Training, Professional Development Opportunities.</p> <p>Ability to participate in supervision / target setting</p> <p>Evidence of education/training to the minimum standard of NVQ3 or equivalent.</p>	<p>Internal</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>DISQUALIFYING FACTORS</b></p>		

Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council's Equal Opportunities Policy or the School's Safeguarding Children Safe Recruitment Policy and Procedures		
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