

Post Title: Pastoral & Safeguarding Support Officer
Reports to: Academy Designated Safeguarding Lead
Location: Academy based
Salary: OAT Grade TBC
Status: Term Time (39 weeks) permanent

Core Purpose

The primary purpose of this role is to provide high-quality pastoral and safeguarding support to students, ensuring their safety, wellbeing, and welfare are promoted at all times. The postholder will work closely with the Designated Safeguarding Lead (DSL) and wider safeguarding team to identify, monitor, record, and respond to safeguarding concerns, contributing to a strong culture of vigilance, early intervention, and child protection across the academy.

The role will involve acting as a trusted adult for vulnerable students, supporting those experiencing social, emotional, behavioural, attendance, mental health, or safeguarding challenges, and maintaining effective communication with families, external agencies, and relevant professionals to secure positive outcomes for students.

In addition, the role includes a strong focus on behaviour, student support, attendance, and safety across the school site. The postholder will provide 'on call' support to staff during lessons, respond to behavioural and safeguarding incidents, and maintain a visible presence throughout the academy to promote a safe, calm, and orderly environment. Responsibilities include supervising students during break and lunchtime, supporting punctuality and engagement, contributing to safeguarding procedures, carrying out student searches in line with school policy, maintaining accurate safeguarding records, compiling reports, and supporting the work of inclusion and pastoral provision.

Key Responsibilities

Safeguarding and Student Welfare

- To promote and safeguard the welfare of children and young people in accordance with statutory guidance, including *Keeping Children Safe in Education*.
- To work proactively with the Designated Safeguarding Lead (DSL) and Deputy DSLs to identify and respond appropriately to safeguarding concerns, including risks linked to neglect, abuse, exploitation, peer-on-peer abuse, mental health, attendance, and contextual safeguarding.
- To maintain accurate, timely, and confidential safeguarding records using the academy's safeguarding systems and procedures.
- To monitor vulnerable students and contribute to safeguarding plans, risk assessments, behaviour support plans, and early help interventions where appropriate.
- To support students who are subject to Child Protection Plans, Child in Need Plans, Early Help support, or who are Looked After or Previously Looked After.
- To contribute to multi-agency safeguarding meetings and ensure actions are followed up effectively and within required timescales.
- To challenge appropriately and professionally where safeguarding concerns are not being addressed or where further action may be required.
- To build positive and trusted relationships with students to encourage the sharing of concerns and promote student voice and wellbeing.
- To maintain professional curiosity and vigilance in relation to safeguarding, welfare, attendance, and wellbeing concerns.

Pastoral Support

- To act as a key point of contact for parents and carers in relation to pastoral matters, fostering positive relationships that support student wellbeing, inclusion, and engagement.
- To coordinate and administer pastoral interventions, maintaining accurate records, monitoring student progress, and reporting outcomes to the Head of Learning and senior leadership.
- To support student attendance by undertaking first-day absence calls and conducting home visits where appropriate, ensuring timely follow-up and accurate reporting.
- To work collaboratively with the Designated Safeguarding Lead (DSL) team to identify, report, record, monitor, and follow up safeguarding and welfare concerns in line with statutory guidance and academy procedures, liaising effectively with external agencies and professionals as required.
- To provide targeted one-to-one and small group pastoral and safeguarding support to students, particularly vulnerable students and those experiencing social, emotional, behavioural, attendance, mental health, or safeguarding concerns.
- To attend and contribute to safeguarding and multi-agency meetings (e.g. Child Protection Conferences, Child in Need meetings, Early Help meetings, Looked After Children reviews), ensuring accurate recording, professional communication, and timely follow-up of agreed actions.
- To support and coordinate referrals to external safeguarding and support services (e.g. Early Help, CAMHS, social care, School Nursing Team), ensuring accurate documentation and timely communication.
- To collate and produce reports on pastoral interventions, attendance, and student welfare, ensuring confidentiality and compliance with school policies.
- To support the implementation of safeguarding and pastoral policies, including assisting with communication and updates to staff and families.
- To carry out administrative duties related to pastoral care, including coordination of EHCP processes and maintaining accurate and confidential student records.
- To undertake first aid duties as required and attend appropriate training.
- To carry out additional duties, training, or responsibilities as reasonably requested, in line with the level of the role.

Student Support, Behaviour and Safety

- To respond appropriately to safeguarding incidents, disclosures, and welfare concerns in accordance with academy safeguarding procedures.
- To support the implementation of trauma-informed and restorative approaches when working with vulnerable or distressed students.
- To maintain professional boundaries and act as a positive role model for students at all times.
- To contribute to safeguarding risk assessments and supervision arrangements for students where required.
- To provide 'on call' support to staff during lessons, responding promptly to behaviour or pastoral incidents.
- To carry out student searches in line with school policy and maintain accurate and confidential records of such searches.
- To be visible across the school site, supporting behaviour management and maintaining a safe, orderly environment.
- To supervise students during break and lunchtime, promoting positive behaviour and engagement.
- To provide front-line support and guidance on site security and the safety of students and staff.
- To communicate, where appropriate, with families and carers of students requiring additional support, ensuring they are informed and engaged.
- To compile and prepare written reports on individual students or incidents as required.
- To actively promote and uphold the school's Equal Opportunities and Racial Equality policies in all aspects of the role.

- To accompany school trips as required, including driving the school minibus where appropriately licensed and authorised.
- To manage and de-escalate challenging or confrontational situations in a calm and professional manner.

Collaboration and Wider Contribution

- To work effectively both independently and as part of a wider pastoral and safeguarding team.
- To build and maintain positive working relationships with staff, students, families, and external agencies.
- To demonstrate resilience, professionalism, and a commitment to improving student outcomes and experiences.
- To contribute to a positive, inclusive school culture that supports high expectations for behaviour, wellbeing, and achievement.

General Duties

- To safeguard and promote the welfare of children and young people at all times and adhere fully to the academy's safeguarding and child protection policies.
- To maintain an up-to-date knowledge of safeguarding legislation, statutory guidance, and academy procedures, including *Keeping Children Safe in Education*.
- To report any safeguarding or child protection concerns immediately in accordance with academy procedures.
- To contribute to a culture of vigilance, safeguarding awareness, and professional accountability across the academy.
- To maintain strict confidentiality while recognising professional responsibilities to share safeguarding concerns appropriately.
- To promote equality, diversity, inclusion, and anti-discriminatory practice in all aspects of the role.

Any other duties commensurate with the grade and nature of the job description.

Ormiston Park Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo appropriate safeguarding checks, including an enhanced DBS check, in line with statutory guidance.