



North Halifax Grammar School

Pastoral Officer and DDSL - Job Description

Grade and Pay Range	NJC Senior Officer 1 Point 23 – 25 (£34,434 - £36,363 FTE) Pro rata per annum - £30,259 to £31,955
Hours of work	37 hours per week, term time plus 5 days
Tenure	Permanent
Responsible to	Assistant Headteacher (DSL)

Objectives of the role:

To provide comprehensive pastoral support across the school supporting the Designated Safeguarding Lead (DSL) and wider leadership team. To embody and promote the values of NHGS and assist in the delivery of the NHGS Strategic Improvement Plan.

Main Purpose of the Role:

- To support students who have Children's Social Care involvement or who are judged to be at a safeguarding risk and support them to achieve their academic potential.
- To liaise with families, colleagues and outside agencies regarding any concerns relating to the safeguarding of students and document all actions on the school's safeguarding systems.
- To respond to incidents in a timely manner as they occur in school and to ensure timely and effective communication with families and colleagues.
- To support the DSL in ensuring that all requirements of Keeping Children Safe In Education and other statutory guidance are met.

Key Responsibilities:

- To respect the confidentiality of the Academy and its students.
- Act as a point of contact for families, students and outside agencies in relation to safeguarding issues.
- Liaise with DSL, Year Group Leaders and other colleagues, as appropriate regarding student concerns and support with behaviour.
- Support with the management of pastoral detentions.
- Respond to safeguarding incidents by initiating investigations, recording on safeguarding systems and making first contact with families as appropriate.
- Arrange and support home visits for students if required.
- Maintain accurate records of activity on CPOMS, SIMS and other school systems e.g., communication with external agencies, actions taken for safeguarding incidents.
- Manage safeguarding records and create reports as required for Children's Social Care meetings (including Child Protection, Child In Need & Early Help Pathway meetings).

- Maintain a list of vulnerable students and provide data as required for Year Group Leaders, Strategic Leadership Group and Trustees as required.
- Be the nominated lead for students who are Young Carers.
- Work with Year Group Leaders and SEND to manage students who are receiving safeguarding support.
- Support the Designated Teacher for Children Looked After (CLAs) in preparing documentation and attending meetings.
- Be trained as a deputy DSL and be available to receive disclosures and liaise with outside agencies as required at the direction of the DSL.

Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To assist with the invigilation and support for students in any examinations as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.
- To provide administration support to the Academy as directed by your Line Manager.
- To support the wider life of the school by contributing to enrichment activities as appropriate.

Note:

This job description is not a comprehensive definition of the post. The list above is neither exhaustive nor prescriptive and duties may vary within this framework to ensure that the post holder's strengths and experience are used most effectively and to ensure that the academy is able to respond to changes in local and/or national priorities as necessary.

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C/4 or above. 	<ul style="list-style-type: none"> • Evidence of commitment to continuing professional development. • A willingness to develop new skills. • Degree or Diploma in Counselling /Social Care.
Experience	<ul style="list-style-type: none"> • Working with young people and families who have had Children's Social Care involvement. • Providing support to children who have suffered trauma. • Knowledge of CPOMS and requirements of reporting to Children's Social Care. • Using IT and relevant applications to review and provide management information when required. 	<ul style="list-style-type: none"> • Experience of working with Children Looked After (CLAs). • Experience of working in a large secondary school. • Experience of working with different local authorities. • Experience of working with counselling, medical and mental health services.
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge and understanding of child protection and safeguarding. • Up to date knowledge of KCSIE • The ability to manage positive relationships with students, their family, external agencies and other colleagues. • The ability to react in a positive manner to difficult situations which may arise with students and their parents/carers. • Ability to work unsupervised and make appropriate decisions. • Ability to address sensitive matters with a caring approach and appropriate confidentiality. • Ability to prioritise, work quickly and accurately, particularly under pressure and to deadlines. 	<ul style="list-style-type: none"> • DSL trained or other formal safeguarding courses completed.
Personal Attributes	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people. • Ability to work constructively as a part of team and as an individual. • Ability to motivate and develop self. • Understand and respect the principles of confidentiality. 	<ul style="list-style-type: none"> • Commitment to involvement in wider school life. • A cheerful disposition and a healthy sense of perspective.