



WILLOW TREE
Academy



Job Description: Pastoral Lead

Location: Willow Tree Academy Schools

Reporting to: Headteacher

Salary Scale: H (*dependent on experience and local authority scales*)

Hours / Contract: Term-time plus inset days (37 hours per week)

Main Purpose:

As a member of the Extended Senior Leadership Team, this role provides strategic leadership for safeguarding and social care, ensuring that safeguarding practices are robust, proactive and compliant. The role works alongside the Inclusion Leader/ SENDCOs to plan day-to-day pastoral interventions, removing social, emotional, and behavioural barriers to learning for young children. The role will provide a link between the school and external agencies (Social Care, Early Help) and parents/families to remove significant barriers for the most vulnerable children.

Key Responsibilities:

- **Safeguarding Leadership:** Act as the Deputy Designated Safeguarding Lead (DDSL) and the first point of contact for Social Care and other external agencies and families.
- **Triage Concerns:** Act as a primary point of contact for staff and parents reporting child protection and safeguarding concerns.
- **Strategic Collaborative Care:** Collaborate with the SENDCO on wider inclusion practices that extend beyond the curriculum, ensuring a unified approach to complex family needs.
- **Record Keeping:** Maintain meticulous, confidential and chronological records of safeguarding concerns using school tracking systems, monitoring trends within this.
- **Multi-Agency Collaboration:** Complete necessary referrals and follow ups to external services and lead multi-agency meetings.
- **Staff Support:** Provide advice and expertise to school staff on daily safeguarding practices and the Prevent Duty. Lead and monitor safeguarding training for all staff in line with 'Keeping Children Safe in Education' (KCSIE)
- **Staff Oversight:** Lead and mentor the pastoral team to ensure consistent safeguarding standards and social care delivery across the school.
- **Mental Health Leader:** Support staff, families and pupils as Senior Mental Health Lead, liaising with appropriate agencies.

Duties and Responsibilities:

Safeguarding Leadership

- Act as the first point of contact for the Headteacher, Social Care and Early Help services regarding high-level pupil welfare.

- Fulfill the role of Deputy Designated Safeguarding Lead (DDSL), ensuring all statutory requirements are met.
- Promote and champion the school's Safeguarding and Child Protection Policy and procedures across the academy.
- Work collaboratively with parents, carers and external partners to monitor the safeguarding of all children.

Triage Concerns

- Serve as the primary point of contact for staff and parents reporting child protection concerns, especially when the Headteacher is unavailable.
- Maintain a culture of *listening to children*, ensuring their wishes and feelings are central to the triage and reporting process.
- Support the development and annual review of safeguarding training, procedures and guidance for the Governing Body.
- Act as a primary link between home and school, building trusting relationships with parents and carers.

Strategic Collaborative Care

- Work alongside the SENDCo to address wider inclusion practices that extend beyond the curriculum, focusing on social and family-based barriers to learning.
- Collaborate with the SENDCO and Headteacher to identify specific trends in pupil behaviour and welfare that require strategic intervention.
- Participate in external panels, such as the Rotherham Inclusion panel, to discuss the progress and needs of children requiring specialist provision.
- Provide support and safe spaces for pupils in crisis or distressed states.
- Conduct home visits, where necessary, to assess wellbeing and support vulnerable families.

Record Keeping

- Maintain and oversee meticulous, confidential and chronological records of all safeguarding concerns using academy tracking systems.
- Ensure all actions and evaluations taken by the pastoral team are recorded as evidence of effective practice and guidance.
- Use data tracking to monitor trends in behaviour, attendance and frequency of incidents to inform school protocols.

Multi-Agency Collaboration

- Lead and coordinate high-level multi-agency meetings, including Child in Need (CiN), Child Protection (CP) conferences, Strategy meetings, and Team Around the Family (TAF) sessions.
- Complete and follow up on referrals to external services such as MIND, Social Care, WMIM and Early Help.
- Act as the key link to external agencies, ensuring smooth multi-agency working and a unified approach to complex family needs.
- Help manage the emotional and logistical transition for pupils moving between early years phases or moving from Year 6 into secondary school, liaising with appropriate professionals in other settings.
- Work alongside the attendance officer and in collaboration with the LA to track pupil absence, identify barriers, and create action plans to reduce persistent absenteeism.

Staff Support

- Provide daily advice and expertise to school staff on safeguarding practices.
- Disseminate research and specialist knowledge to the wider staff on topics such as attachment, trauma, and resilience.
- Lead and monitor safeguarding training for all staff to ensure total compliance with 'Keeping Children Safe in Education' (KCSIE)

Staff Oversight

- Lead and mentor the broader pastoral team, including Pastoral Support Staff and SEMH Practitioners.
- Manage and evaluate the work of the pastoral team, providing evidence to the Headteacher and Governing Body regarding the impact of SEMH provision on pupil wellbeing.
- Ensure consistent safeguarding standards and social care delivery across all school settings, including specialist centres.

Mental Health Leader

- Act as the designated Senior Mental Health Lead for the school, keeping up to date with relevant training and CPD.
- Work with outside agencies such as 'With Me In Mind' to provide targeted SEMH support for pupils.
- Support school-wide initiatives, such as My Happy Mind Happiness Heroes and WMIM Ambassadors to promote positive mental health and wellbeing for both pupils and staff.