



ORMISTON SIX VILLAGES ACADEMY



Pastoral Leader Job Description

Location	Ormiston Six Villages Academy	Area	Pastoral
Pay	OAT Grade 5, Points 15-19 Actual salary: £25,825.18 - £27,578.31 FTE: £30,024 - £32,061	Hours	37 hours/week TTO plus 5 INSET days Mon-Thurs 8am-4pm; Fri 8am-3.30pm 30 minutes unpaid lunch break
Reporting to	Behaviour and Safeguarding Lead	Line manages	N/A

ROLE

- To support the Designated Safeguarding Lead by taking a proactive lead responsibility for safeguarding and child protection for allocated students.
- To maximise the academic and personal development of students, coordinating and delivering bespoke intervention programmes for individuals or groups of students, developing commitment to our distinctive core values and cultivating belonging in the classroom.

KEY RESPONSIBILITIES:

- Work closely with the DSL and staff on safeguarding and child protection matters
- Identify students who may be at risk and use the correct protocol to reduce these risks, developing safety plans for students at serious risk or on-going risk of harm.
- Respond appropriately to disclosures or concerns relating to the well-being of a student
- Monitor students at risk of harm or those that have been subject to harm, providing support and ensuring their welfare. Be proactive in supporting the social and emotional care of students.
- Lead creative and effective interventions that engage students and their families in education, support which could be in the classroom, intervention room, off site or in the community
- Play a proactive role in maintaining our high standards of behaviour, helping students who are most vulnerable to suspensions to reflect on their behaviour through structured conversation and intervention
- Develop one-to-one relationships with students to support their learning, identifying and resolving barriers to learning, including attendance, and ensuring each child feels valued and is motivated to achieve the best possible outcomes
- Conduct home visits to support good attendance
- Be 'on call' as required
- Complete necessary administrative tasks, eg intervention records, PSPs, EHPs, referrals
- Deliver appropriate behaviour strategies (eg, behaviour workshops) set within the ethos of our academy, which will contribute to improved behaviour in support of learning
- Assist with the taking of statements for any student involved in an incident that requires further investigation

Principal: Mr Paul Slaughter

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Multi-Agency Work

- Have an up-to-date working knowledge of how the Local Authority conducts a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Refer cases of suspected abuse to the Local Authority and children's social care.
- Where radicalisation is a concern, refer cases to the Channel programme.
- Refer cases where a crime may have been committed to the Police as required.
- Liaise with the Local Authority and follow up any referrals made, ensuring the academy aids the LA's work where necessary.
- Contribute to inter-agency plans to provide additional support to students subject to child protection plans.
- Represent the academy at external working groups and other key partnerships; attend and contribute effectively to Child in Need meetings and child protection conferences; ensure that the actions resulting from meetings are carried out in a coordinated and timely way.

Training

- Undertake comprehensive safeguarding and child protection training and updates on an annual basis to be up to date and comply with legislation, guidance, policies and developments relevant to the role including procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection.
- Complete statutory training logs

Safeguarding

- Act as a source of support, advice and expertise within the academy.
- Continuously keep the DSL informed of any safeguarding issues or ongoing enquiries, especially under Section 47 of the Children Act 1989 and police investigations.
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

Other responsibilities

- Have a current full driving licence and be a minibus driver
- To develop and maintain expertise in school data management systems
- To undertake appropriate CPD
- To carry out break and lunch duties
- To undertake other various responsibilities or tasks as directed by Line Manager or Principal
- To be a first aider
- To be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Principal
- To contribute to the overall ethos/work/aims of the academy
- To review and develop their own professional practice

Academy culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the academy
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times

This job description contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

Person Specification

Qualifications criteria	Essential/ Desirable	Assessed through
Level 2 English and Maths qualification, grade 4+ or equivalent	E	Application/certificates
Eligible to work in the UK	E	Application/certificates
DSL qualification	D	Certificate
Full driving licence	E	Licence
Knowledge & Skills		
Understanding of legislation relating to the safeguarding and child protection of students, best practice and procedures	D	Application/interview
Understanding of alternative provision within West Sussex	D	Application/interview
Knowledge of school systems including Arbor	D	Application/interview
ICT literate and knowledge of Microsoft Office applications	E	Application/interview
Knowledge of school systems including Arbor	D	Interview
Demonstrate high accuracy in data inputting and record keeping	E	Application/interview
Knowledge of GDPR	D	Application/interview
Understanding of monitoring and evaluation processes and their impact on student achievement	E	Application
Knowledge of contemporary safeguarding issues and ability to respond appropriately to safeguarding issues	E	Application/interview
Understanding of the challenges young people face and ability to be adaptable and creative in addressing their needs		
Experience		
Previous school-based experience in a similar role	D	Application/interview
Experience of running interventions with students who are disengaged or vulnerable and in need of support	D	Application/interview/ references
Experience of resolving challenging behaviour in young people	E	Application/interview
Behaviours		
Excellent written and verbal communication, ability to communicate effectively with adults and young people	E	Interview
Attention to detail and the ability to prioritise workload and achieve deadlines	E	Interview
Ability to develop good relationships of respect, trust and professional regard	E	Application/interview
Discretion in the handling of confidential data	E	Application/interview
Ability and willingness to undertake all necessary training	E	Interview
Ability to deal effectively with parents, staff and students	E	Application/interview

Qualifications criteria	Essential/ Desirable	Assessed through
Ability to work on own initiative within departmental protocols/procedures	E	Application/interview
Ability to keep calm and focussed in pressurised situations	E	Application/interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	E	Application/interview
Act as a role model to staff and students	E	Interview
A proactive team player who can work effectively as part of a team and alone with a 'can do' attitude	E	Application/interview