

**Job Description**  
**Pastoral Lead and DSL (primary)**

**Multi-Site Role Holy Cross Primary School (0.6) and Christ the King Primary School (0.4)**

<b>Reporting to:</b>	Head Teacher/ Executive Principal
<b>Liaising with:</b>	This post involves working closely with school leaders, staff, families and external agencies
<b>Grade/Salary:</b>	Band
<b>Hours of work:</b>	37 hours per week (39 weeks per year)

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**Core Purpose:**

The purpose of this role is to be a Designated Safeguarding Lead, supporting the DSL and DDSL teams within each setting. The post holder will work in a multi-agency way to support children and families as part of both safeguarding and pastoral care to remove or reduce barriers to achievement

- To fulfil the role of the DSL
- Develop links between home and school to encourage good communication between the school and families.
- Promote and facilitate parental understanding of a child's needs
- Support parents to provide an appropriate home environment in which children feel safe and which encourages the development of their self-esteem and resilience
- Signpost and, where appropriate, refer parents to services delivered by other agencies to target support for the child.
- Work with outside agencies such as secondary schools and early education providers to support an effective transition for vulnerable children and families between nurseries/schools.
- Adhere to all agreed Child Protection, Safeguarding and Lone Working Policies and procedures
- Complete home visits as required as part of safeguarding
- Administer the school's behaviour systems, adhering to school policy & procedure;
- Ensure records are accurate, detailed and confidential
- Implement and promote the school policies.

**Specific areas of responsibility and key tasks:**

- Implement and follow all aspects of the role of the DSL as outlined by the Head teacher and the Trust Director for Safeguarding
- Work with the Headteacher and external agencies in the identification of vulnerable students;
- Encourage active participation of children/parents/carers with other professional staff who provide support.
- Take part in multi-agency meetings and represent the school within these external meetings
- Organise and lead meetings for students on their caseload.
- Attend case reviews and/or case conferences as required and to prepare reports as necessary;
- Complete Starting Point referrals as required

- Establish, develop and maintain relationships with students, parents, school staff and other agencies in order to examine joint issues experienced by students which might prevent them from attending school and/or achieving their potential
- Undertake home visits to identify barriers to education
- Work with appropriate staff to identify ways of motivating the students to remove any barriers to progress;
- Provide information and reports to outside agencies as requested;
- Keep accurate records relating to contact with students and families and use these to inform an appropriate course of action
- Provide regular reports to the line manager on the progress of the identified caseload;
- Provide specific information for, and contribute to, Statement Reviews, Exclusion Hearings, PSPs, MEPs, Child Protection Conferences and other reviews as required;
- Deal with difficult situations and/or individuals in a confidential, calm, fair but effective manner;
- Liaise with SLT and External Support Agencies including Social Care;
- Meet regularly with SLT and take part in planning meetings and to contribute to professional development of staff in relation to safeguarding
- Take part in training activities to further knowledge
- To be trained as a safeguarding lead (DSL) and to support the Headteacher/ Principal in their role as DSL
- To liaise with secondary schools and other school settings as part of multi-agency work and to specifically support transition between settings
- To carry out any other tasks deemed necessary by the Headteacher.

This role may require attending meetings outside normal school hours, and the post holder must be flexible and available to do so.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### A Training and Qualifications

Essential Desirable

Level of numeracy and literacy sufficient to carry out the duties of the posts.	Y	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade 4 or above	Y	
Completion of DSL or DDSL training and certification for this	Y	
Commitment to ongoing professional development	Y	

### B Experience

Essential Desirable

Experience of working with young people in an educational environment.	Y	
Experience of using Microsoft packages and online portals such as CPOMs	Y	
Awareness of confidentiality issues linked to home/student/staff/school	Y	
Experience of working with young people	Y	
Clear statutory frameworks relevant to the role of a DSL, including all statutory aspects of this role	Y	
Awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality and data protection	Y	
Experience of dealing with challenging behaviour	Y	
Good knowledge and understanding of effective record keeping and sound administrative skills. Confident use of online tools for child protection casework management	Y	
Significant experience of multi-agency work, including contributing to case conferences	Y	
Experience of leading on and making referrals to other agencies, including significant experience of work with social services	Y	

### C Professional Knowledge and Skills

	Essential	Desirable
Excellent administration, time management and self-motivation skills.	Y	
Willing and able to deal with people from a variety of backgrounds and clear experience of working previously in a multi agency way.	Y	
Willing to develop colleagues and to take a lead role within safeguarding professional development	Y	
Willing to take part in an ongoing process of personal development and professional development	Y	
Clear experience of support for children and families in crisis	Y	

### C Professional Knowledge and Skills

	Essential	Desirable
Must satisfy relevant pre-employment checks	Y	
Excellent planning and organisation skills	Y	
Experience of working in school settings	Y	
Experience of working in both primary and secondary school settings		Y

### D. Personal Attributes

	Essential	Desirable
Willingness to support Catholic life in schools	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	Y	
Aware of equal opportunities in relation to this role	Y	

