



KINGFISHER
LEARNINGTRUST
ENDLESS POSSIBILITIES

Mainstream School Pastoral Lead (Safeguarding and Attendance) Job Description

Signed by:	
Signature:	

Kingfisher Learning Trust:
Mainstream: Pastoral Lead (Safeguarding and Attendance)

Job Description:	Pastoral Lead (Safeguarding & Attendance)
Responsible to:	Headteacher
Line Manager:	Assistant Headteacher / SENCo
Salary:	SCP 23-27 30 hours per week 39 weeks per year <i>(including 3 weeks flexible – by agreement)</i>
Conditions of Employment:	The appointment is subject to enhanced DBS/Police and medical clearance, as well as references. All staff must be willing to undertake a review of their responsibilities and alter them in accordance with the changing needs of the school as part of the annual Appraisal process. In exceptional circumstances, a review may take place at any other time
Purpose of Post:	To lead and coordinate pastoral provision across the school, ensuring all pupils are safe, supported and able to achieve their full potential. To work in partnership with families, staff and external agencies to remove barriers to learning, improve attendance and promote wellbeing, in line with the inclusive values and ethos of Blackshaw Lane Primary School.

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Key Responsibilities

Support for Pupils

- Identify and support vulnerable pupils, including those with social, emotional and mental health needs
- Develop and deliver targeted pastoral interventions
- Provide bereavement support to families where needed and signpost families and staff to relevant agencies
- Promote inclusion and equality of opportunity
- Support behaviour management using restorative approaches
- Promote pupils' wellbeing, resilience and independence

Safeguarding

- Act as Deputy Designated Safeguarding Lead (where required)
- Follow and implement safeguarding and child protection procedures
- Maintain accurate, confidential records
- Work with external agencies including social care and early help
- Attend safeguarding meetings (CP, CIN, TAC)

Attendance

- Monitor attendance and punctuality data
- Identify trends and implement interventions
- Work with families to reduce persistent absence, attending attendance meetings where required
- Complete referrals and liaise with EWO services
- Conduct home visits for families if needed to encourage school attendance
- Liaise with teachers on strategies to support school attendance.

Working with Families

- Build strong, positive relationships with parents/carers
- Undertake home visits where appropriate
- Provide advice, guidance and signposting
- Support engagement with school

Whole School Contribution

- Work collaboratively with staff to support inclusion
- Contribute to meetings and reviews
- Promote the school's vision, values and ethos
- Support staff with pastoral strategies

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Person Specification			
	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	NVQ Level 2 Basic safeguarding training	Relevant pastoral / counselling training	AF / I
Experience	Working with children in a school Safeguarding experience	Attendance or family support work	AF / I / R
Knowledge	SEMH awareness Awareness of SEND/ knowledge of SEND policies and codes of practices Have knowledge of GDPR, safeguarding (including PREVENT) and child protection issues as well as procedures for reporting concerns	Multi-agency working	AF / I / R
Skills & Abilities	Communication Interpersonal skills Organisation Record keeping Ability to promote a positive ethos and be a good role model within the school and Trust	Data analysis skills	AF / I / R
Personal Qualities	Empathy Resilience Professionalism		AF / I / R

Abbreviations: AF = Application Form; I = Interview; R = Reference

NB - Any candidate with a disability who meets the essential criteria will be guaranteed an interview

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