

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington

Potton Road • Biggleswade • Bedfordshire • SG18 0EJ

Tel: 01767 314562 • Fax: 01767 314006

E-mail: info@edwardpeake.beds.sch.uk

Web: <http://www.edwardpeake.beds.sch.uk>



This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

JOB TITLE: Safeguarding and Pastoral Manager

RESPONSIBLE TO: Director of Inclusion

JOB PURPOSE: To work together with the senior school leaders to support and work with children and their families, including those who are most vulnerable. These responsibilities will include safeguarding, child protection, referrals and building engagement with families within the school community.

Main Duties and Responsibilities

- To assist the Designated Safeguarding Officer (DSL) and Headteacher in taking the lead on safeguarding and child protection across the school (acting as Deputy Designated Safeguarding Officer), coordinating referrals, arranging action and reviewing services for children and families.
- To work in partnership with parents/carers and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children.
- To advise and support other members of staff on child welfare and child protection matters and carry out home visits when required.
- To provide support to pupils and their families to overcome barriers in order that learners achieve their full potential and make progress.

Specific Duties of the Post

Designated Safeguarding Role (Deputy Safeguarding Officer)

- To liaise with the Designated Safeguarding Lead and the Headteacher in relation to all aspects of safeguarding.
- To act as a source of support, advice and expertise within school.
- To make referrals, when necessary, by liaising with the Designated Safeguarding Lead and then with relevant agencies.
- To promote the speedy and effective transfer of information of targeted pupils between schools, other educational settings, carers and other agencies.
- To assist in the arrangements for those moving schools, or other settings, ensuring that this is managed in an appropriate and child-centred way.
- To attend relevant meetings, strategy groups and case conferences.
- To monitor targets set at meetings and support programmes to meet these targets.
- To maintain accurate, up-to-date, confidential documentation using CPOMS.
- To liaise with the Designated Safeguarding Lead to monitor and coordinate appropriate training for all staff.

- To liaise with the safeguarding link-governor

Pastoral role

- To coordinate pastoral support to pupils in relation to:
 - behaviour
 - confidence and self-esteem
 - attendance and/or punctuality
 - relationships with peers or adults
- To build good working relationships and liaise with relevant staff and other agencies.
- To participate in the review of whole school policies when required, e.g. behaviour, attendance, safeguarding.
- To line manage the pastoral support team 'HIVE'.
- To network with other pastoral leads and share best practice.
- To keep parents informed of pupils' needs and progress and to secure positive family support and involvement.
- To coordinate early help and intervention

General

- To assist the Designated Safeguarding Officer (DSL) and Headteacher in taking the lead on safeguarding and child protection across the school (acting as Deputy Designated Safeguarding Officer), coordinating referrals, arranging action and reviewing services for children and families.
- To work in partnership with parents/carers and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children.
- To advise and support other members of staff on child welfare and child protection matters and carry out home visits when required.
- To provide support to pupils and their families to overcome barriers in order that learners achieve their full potential and make progress.

Other

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situation

AGREED with the Headteacher

on.....

Headteacher.....

Postholder.....