

Responsible to: Headteacher/DSL/SENDco

Job purpose:

To work as part of a team to promote a whole school approach to enhancing the emotional health and wellbeing of children and families.

To take a lead in providing high quality and effective safeguarding and pastoral support across the school, working with staff, children, parents and external agencies.

Main duties and responsibilities:

Safeguarding:

To work with school staff and the safeguarding team to implement actions related to safeguarding concerns and matters.

To record incidents and discussion with children and parents, using the school safeguarding recording system (CPOMS).

To liaise with relevant external agencies to ensure children and families receive the care and protection needed.

To arrange and attend multi-agency meetings.

To meet with parents/carers and children regularly to address pastoral concerns.

To be part of the safeguarding team, attending regular meetings to discuss vulnerable children and families.

Pastoral:

To plan and deliver individual and group interventions to support the emotional needs of children across the school.

To keep clear records of all support and interventions delivered.

To review support and interventions after an agreed amount of time to measure their impact and effectiveness.

To liaise closely with school staff to ensure that everyone is aware of the strategies and interventions being delivered.

To contribute to the identification of barriers to learning for individual children and provide them with strategies for overcoming barriers.

To monitor and support social interactions during play and lunchtimes, running social groups over lunchtimes to support the SEMH needs of pupils where necessary.

To work closely with the Headteacher/DSL/SENDco to improve the attendance of vulnerable children.

To contribute to the school behaviour and relationships policy.

To lead workshops for parents/carers, with a willingness to work flexibly into the evening.

To support the pastoral transition of vulnerable children from Nursery to EYFS and Year 6 to Year 7.

Management and general:

To be a point of contact with parents/carers in relation to pastoral care and family support.

To meet with parents/carers as required, both at school and home.

To lead training for school staff on a range of wellbeing themes.

To attend training and professional development to ensure skills are current and relevant to the role.

To keep up to date with the range of activities, courses and opportunities, organisations and individuals that could be drawn upon to provide support to children and families.

To meet regularly with the Headteacher/DSL/SENDco.

To cover playtimes/lunch duty as required.

To support in class on some occasions as required and directed by the Headteacher.

To keep in touch with families during school holidays through phone calls and home visits.