



DORMANSTOWN PRIMARY ACADEMY

Pastoral and Welfare Lead – Job Description

Purpose of the role:

To provide a comprehensive coverage of daily operations involving welfare, safety and oversight of student pastoral care including punctuality, attendance, behaviour and achievement. As Pastoral and Welfare Lead, you will play a vital role in the running of systems that provide care and support for students. The aim of this intervention is to support children's well-being by breaking down barriers to learning by liaising closely with all academy staff, parents and carers as well as partner agencies.

Safeguarding

- Work as part of the academy's Safeguarding Team to ensure that all children are protected, following policies and procedures rigorously;
- Offer advice, support and guidance to colleagues to ensure children are safeguarded effectively;
- Attend child protection conferences and other meetings related to the well-being of children;
- Write reports and liaise with other agencies to ensure children are safeguarded;
- Demonstrate the effectiveness of safeguarding through annual reviews and act upon recommendations;
- Ensure staff are appropriately trained for safeguarding in line with legal requirements and best practice;
- Liaise with the senior leaders with particular referenceto vulnerable students;
- Lead referrals to outside agencies;
- Liaise with parents as required, regarding welfare issues (regular and unannounced home visits are essential to the role);
- Proactively liaising with external agencies involved with the welfare of young people;
- Acting as the lead professional, where appropriate, and provide support to children, families and other agencies.

Attendance and Punctuality

- Monitor attendance daily, checking that all children have been accounted for and making phone calls or home visits to ensure children are safe;
- Identify attendance problems and work with children, families and external agencies to find solutions;
- Prepare regular attendance reports and discuss them with the SLT;
- Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action;
- Supporting the academy in fulfilling its statutory duties in relationto attendance and be capable of instigating legal action following appropriate protocols.

Supporting Children and Families	<ul style="list-style-type: none"> • Work with external agencies (eg; Early Help, Social Care) in the best interests of the children; • Be a point of contact for parents and carers; • Help parents, carers and families find support by ‘sign posting’ them to appropriate agencies; • Find ways to build good relationships with parents, carers and families to support their children’s education and well-being; • Work with staff and children to ensure excellent behaviour for learning; • Help to arrange alternative education for pupils who are excluded; • Work with the academy counsellor and other agencies to ensure children’s pastoral and emotional needs are met; • Ensure children are wearing the correct uniform and take action where appropriate; • Analyse patterns in behaviour and provide feedback to the leadership team; • Oversee the rewards and sanctions system operating in the academy; • Support the work of the children’s Junior Leadership Team.
General	<ul style="list-style-type: none"> • Be available and visible to parents and carers at the start and end of the academy day; • Support children and staff to oversee lunchtimes; • Participate in Pastoral Team meetings and other meetings relevant to the Academy; • Participate in annual reviews of performance providing clear evidence of impact and case studies; • Participate in training as appropriate; • Ensure all appropriate information and communications are disseminated to appropriate staff; • Work as a trainer for Positive Handling; • Lead the co-ordination of any holiday provision across the academy.
Maintaining Professional Competencies	<ul style="list-style-type: none"> • Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them; • Ensure high level of professional competences by attending regular training and self study; • Main the dignity and respect of children, families and colleague through professional behaviour and appropriate levels of confidentiality.
<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.</p> <p>The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.</p>	

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.