



CHESHIRE WEST AND CHESTER – AAAD7109/AAD7176

JOB TITLE: SAFEGUARDING, PASTORAL AND INCLUSION LEAD – PRIMARY SCHOOL (Grade 7)

BASIC JOB PURPOSE.

Within a framework prescribed by the school and in accordance with the aims and policies of the school, undertake a specialist role to be the lead person for all pastoral and safeguarding work. The postholder will work with staff, families, children and external agencies to assist children in overcoming barriers, attend school and achieve their full potential.

	<b>MAIN RESPONSIBILITIES</b>
<b>AAAD7176</b>	Responsible for leading <b>pastoral care</b> for the school - liaising with all staff (teachers, teaching assistants, midday assistants, office staff, caretaking/cleaning/catering staff), pupils, governors, families and external agencies to support pupil behaviour.
AAAD7109	Within a framework prescribed by the school, prepare, plan and implement individual, and small group programmes across the whole school, working alongside and in conjunction with the SENCO and staff.
AAAD7109	Implement agreed support programmes for individuals/groups discussed and identified within our SLT, so that the needs of pupils are met. Meet regularly with teachers of vulnerable children to update them on progress and gain updates.
AAAD7109	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
<b>AAAD7176</b>	Lead Behaviour Professional - Managing children's behaviour plans and being the central figure in liaising with school, parents, pupil and external agencies where required. Be the lead figure for positive handling and team teach, responsible for the management of the Positive Handling and Behaviour policy and procedures
<b>AAAD7176</b>	Leader and advisor for liaison with external agencies and specialists to enable children to maximise emotional health and well-being. To take responsibility for the mental health and well-being aspect of development for staff and pupils, including mental health first aid. To act as lead professional, liaising with the HT and SENCO, to complete TAFs when appropriate, attend core groups, Child in Need and Child Protection Conferences, Child in Care meetings and to refer cases to Social Care, Police, EWO, ESAT and other specialist support agencies.

<b>AAAD7176</b>	As a designated <b>safeguarding</b> lead be a key figure in the provision of safeguarding for the school – Leading investigative work and providing associated programmes and reports to effectively safeguard children in our care.
AAAD7109	Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
<b>AAAD7176</b>	Analyse attendance and punctuality patterns- Working closely with the school office administration staff, daily check in to manage absences and lateness to prevent problems so they don't become barriers to learning and act on information. Interact with parents who have arrived into the office after the designated arrival time in line with pastoral and safeguarding needs.
<b>AAAD7176</b>	Undertake a Teaching Assistant commitment as required for in class support, which could involve supervising and leading lessons independently without other staff present.
AAAD7109	Prepare and maintain Inclusion/pastoral support resources, and provide advice and guidance to staff on their use.

<b>12</b>	To provide support and mentoring for EYFS/KS1 and KS2 pupils who have social and emotional needs.	
<b>14</b>	Attend meetings, open evenings for parents/carers and participate in staff training development work and induction of new staff referenced to Safeguarding, PSHCE and Pastoral Lead work.	
<b>15</b>	Be the named person for parents to speak to with regard to pastoral concerns. Signpost parents/carers to appropriate agencies to provide additional support and help.	
<b>17</b>	To provide appropriate reports on request for HT, SENCO and Governors referenced to areas of work and attend relevant Governor meeting.	
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.		