

Eastern Learning Alliance Job Description

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| Post Title | Pastoral Lead (DDSL) |
| Reporting to: | Assistant Headteacher- Safeguarding Lead |
| Salary: | Scale 6 point 18-22 – Term Time |
| Location: | The normal place of work will be based at: Vista Academy Littleport |
| Disclosure Level: | Enhanced DBS |

Primary Purpose of the Role

JOB PURPOSE

The Pastoral Lead (DDSL) will help and support the work of the pastoral and designated safeguarding team.

The main responsibilities include:-

- Form positive relationships with students and be able to motivate them to great efforts and achievements.
- Be the voice for the Year group and link other areas of school life.
- Raising awareness and promoting the culture of safeguarding within the school.
- Monitoring of the My Concern system
- Triaging concerns that are raised
- Keep detailed, accurate, and secure written records of concerns and referrals
- Manage internal and external referrals and ensure all relevant information is recorded accurately and securely.
- Liaise with relevant agencies such as children's social services and the police
- Be available to staff to discuss safeguarding concerns, especially in the DSL's absence.
- Identify and intervene with students missing from education
- Ensure most up to date information is communicated to all staff
- Engage with all stakeholders
- Help support SENCO to deliver interventions to vulnerable students
- Co-ordinate provision of counselling services
- Maintain up to date records of external agencies that work with our students and regularly update the Heads PA of any changes.
- Understand and adhere to data protection legislation and the importance of sharing information appropriately.
- Stay updated on safeguarding legislation and best practices.
- Conduct parent meetings to support students/ families as necessary

Person Specification

EXPERIENCE

- Experience of working in a school environment would be advantageous

- Knowledge of safeguarding and the Keeping Children Safe in education

QUALIFICATIONS AND TRAINING

- Previous safeguarding training or willingness to undertake new training
- Proficient use of Microsoft packages such as Teams, Word, Excel and Outlook.

KNOWLEDGE AND SKILLS

- Understanding of relevant policies and procedures;
- Ability to encourage students to learn, using pre-set material;
- Ability to undertake varied duties;
- Ability to work under the direction of different people and as part of a team;
- Good communication skills with people at all levels;
- Ability to gain the respect of students through a manner of confidence and authority;
- Ability to organise own workload in the context of varied tasks;
- Ability to work calmly under pressure;
- Ability to critically evaluate own performance and make any necessary changes to be more effective.

Other Responsibilities

- Play a full part in the life of the Trust to support its distinctive vision and ethos and to encourage staff and students to follow this example
- Promote actively and comply with the Trust's and Academy policies and procedures
- Ensure all concerns are reported to an appropriate person
- Participate in the Trust's appraisal scheme

Safeguarding

- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust
- Report any concerns in accordance with the Trust's safeguarding/Child protection policies

Whilst every effort has been made to list the main duties and responsibilities of the post, each individual task undertaken may not be identified.