



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – ASSISTANT HEADTEACHER: Director of Pastoral Care and Safeguarding

Grade:	Starting salary on L13 and the leadership pay scale is L13-17
Hours:	Full time, permanent from 1 st September 2024
Responsible to:	Deputy Head
Main Purpose:	<p>Be the Designated Safeguarding Lead (DSL) for the whole school, keeping SLT informed of any changes in legislation, and leading the Deputy DSL's and pastoral team, so that they, and all members of staff carry out their duties correctly, keeping the Safeguarding and the welfare of pupils at the forefront of everything that we do.</p> <p>Lead Pastoral Care and Behaviour for Years 7-11. Work in conjunction with the wider pastoral team, including Heads of Year and Form Tutors, to co-ordinate the pastoral care, behavior, attendance and wellbeing of pupils. This will include any child protection, safeguarding, and general guidance issues. Liaise and work in close proximity with external agencies, which support the wellbeing of students at the School.</p> <p>Lead the School's Strategy for Attendance and Punctuality.</p>
Main Roles and Responsibilities:	<p><u>SAFEGUARDING AND DSL</u></p> <ul style="list-style-type: none">• Act as Designated Safeguarding Lead, attending all training, BSCB updates and lead all referrals to CASS and Children's Services.• Keep accurate safeguarding records, both paper and through CPOMS,, ensuring compliance for the storage and recording of files at all times;• Act as the key liaison for CPOMS, responding to incidents, creating reports and monitor incidents and logs.• Act as Single Point of Contact for the Prevent Duty. Responsible for the delivery of Prevent and ensuring that there are appropriate capabilities (to understand and manage risk) and that the role and importance of Prevent is clear to all staff.• Update and communicate relevant policies where necessary, in relation to safeguarding, behavior and attendance and ensure that all students and staff are adhering to these at all times;• Ensure that staff that need to know, are aware of any safeguarding concerns or issues where appropriate, and ensure confidentiality is maintained at all times;• Liaise with parents regarding safeguarding issues;• Contribute to whole School initiatives for annual events such as Mental Health Awareness Day.• Liaise with external agencies regarding safeguarding and child protection issues;• Ensure that all safeguarding transfer records are requested and received for incoming students, and are passed on to schools as appropriate to students that have left the school;• Ensure that the school remains legally compliant, both in regards to policy and practice.• Ensure that all staff training on safeguarding is delivered and completed in a timely manner, and is up to date, covering all legal requirements.

- Ensure that all staff and those involved in regulated activity read and understand KSCSIE Parts 1 and 2 and accurate records kept for this.
- Lead in implementing discipline and sanctions for pupils to include reintegration meetings and accompanying documentation.
- Gain feedback from stakeholders regarding safeguarding, wellbeing and pastoral care and actions planned following feedback.
- Line manage the Subject Leader for PSHSE and have knowledge of the teaching of safeguarding and wellbeing within the curriculum.

BEHAVIOUR AND ATTITUDES

- Lead on investigating serious breaches of behaviour.
- Work with Pastoral Leaders to ensure that the behaviour policy is applied consistently across the school.
- Plan timely and strategic reviews of key policies and approaches to behaviour and attitudes.
- Lead behaviour policies and communication about the school's expectations with stakeholders.
- Lead Pastoral Team meetings and line management meetings for all Pastoral Leaders.
- Design and maintain an Assembly programme for Years 7-11
- Provide parents with information regarding current pastoral and safeguarding matters.
- Liaise with Pastoral Leaders and the Subject Leader for PSHCE to design and monitor the Form Time programme.
- Take responsibility for promoting the mindfulness and wellbeing of students through the curriculum and co-curricular activities.

ATTENDANCE AND PUNCTUALITY

- Work with the Attendance Officer to lead the School's approach to attendance and punctuality and act as the lead contact for Persistent and Serious Absence in Years 7-11.
- Work with the Deputy Head (Curriculum) to plan any part time timetables or phased return of students after significant absence.
- Ensure attendance processes are compliant on a day-to-day basis.
- Lead the analysis of attendance data in relation to follow up and interventions across the school identifying the school's strengths and areas for development working strategically to address these.
- Develop the communication between home and school around attendance;
- Work closely with the Attendance officer and other staff in ensuring that attendance policies and best practice are followed.
- Promote good attendance and punctuality, including rewards.

Other Responsibilities:

- Teaching commitment, including planning, assessment and reporting
- Line management of Y7-11 teaching Pastoral Leaders, non-teaching Pastoral Leaders for Key Stages 3 and 4, Family Liaison Officer and Subject Leader for PSHCE.
- Produce termly reports for Governors on Safeguarding, behaviour and attendance.
- Deliver assemblies as part of the assembly programme.
- Assist the Headteacher in the recruitment and induction of staff.
- Other operational duties such as attendance at Consultation Evenings, Speech Day, Open Evenings etc.

Continued Professional Development:

- Take part in school coaching and CPD offer.
- Take personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.

	<ul style="list-style-type: none">• Lead professional development and training for staff on safeguarding, behaviour, attitudes, and attendance, as required.
Support for the School:	<ul style="list-style-type: none">• Participate in the performance and development review process and carry out performance reviews for the staff you line manage.• Be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.• Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.• Contribute to the school ethos, aims and development/improvement plan.• Work as part of a team, appreciating and supporting the role of other people within the team.• Attend and participate in meetings as required.