Lingdale Primary School

Pastoral Lead Level 3

Pay Scale: Grade C+ Scale Point 6-7 (£14,243 - £14,482)
Contract: Term Time Only. **Hours:** 25 hours per week. Monday – Friday 7.30am to 12.30pm
Required from 8 January 2024
Fixed term/Temporary until 21 July 2024

https://www.lingdaleprimary.co.uk
Telephone 01287 651723

We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Pastoral Lead to join our small, family village school where everyone is valued within our ethos of mutual respect

The successful applicant must demonstrate:

- Understanding of supporting the learning of children with additional needs
- Experience of working with families
- Excellent communication and team working skills
- Excellent organisational skills
- Be caring and determined to make a difference.

We can offer you:

- An ethos of kindness and respect- which is evident in the everyday life of the school
- Pupils who are enthusiastic and eager to learn.
- Wonderful families who want to work with us.
- A beautiful and well-resourced learning environment.
- A talented and dedicated team of colleague to work with and learn from.
- A commitment to your professional and personal development.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Lingdale Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available to download from the school website and should be returned accompanied by a letter of application outlining your strengths and educational experiences. All completed applications must be returned via email to the School Business Manager Mrs Bates on office@lingdale.org

Visits to the school are welcomed; please contact our school office to arrange

Closing Date: Monday 27 November 2023 by 9am
Shortlisting: Wednesday 29 November 2023
Interviews: Friday 8 December 2023 - AM

Lingfield Education Trust

JOB DESCRIPTION

POST:	**Pastoral Lead**
GRADE:	Level 3 C+
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	None
JOB PURPOSE:	To support children across Lingdale Primary School with their behavioural and emotional well-being ensuring that they attend school regularly and that their safeguarding and medical needs are effectively met. To lead breakfast club by providing daily activities for children across the whole school and ensuring they have a positive start to the school day. To support school business manager with admin and lead on attendance throughout school by providing support for families.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Children	• Leading breakfast club by providing breakfast and activities to children across the whole school. • Supporting children to be able to be in class. Developing and implementing a return to class strategy for children who find being in class challenging. Working with the child, class teacher and Headteacher on the pre-return plan and the post return plan. • Under the direction of the SLT, support children after they have been in crisis or had behavioural challenges. Support them to reflect on their situation/behaviour and consider future actions. • Support the school's values curriculum. • Supporting SEN children in class where appropriate • Provide Team Teach support for the school. • Develop behaviour support plans alongside class teacher and SLT to support positive behaviour of children. • Plan and deliver support sessions for individual and groups of children under the guidance of the SLT. • Develop risk assessments alongside class teacher and SLT for children with behavioural needs which pose potential risk to themselves and others in school. • Work alongside the SENDCo to support children with additional needs in relation to school attendance and engagement in class.
Attendance	• Promote good attendance at school. • Tracking children's absence from school. Hold a weekly meeting with SLT to discuss cases and see whether or not more can be done to improve individual children attendance. One a daily basis, work with School office staff to make sure we know where every child who is absent is. If children are not accounted for by 10am, work with SLT on

	a plan of action for these children and make a home visit if necessary. • Meet with families to support positive attendance. • Prepare documentation for the SLT in preparation for formal action in relation to attendance improvement. • Work with the Local Authority to ensure that, where appropriate, formal action is taken in relation to children's attendance at school.
Safeguarding	• Promote the very highest possible standards in Safeguarding practice across the whole school. • Complete the Section 175 Safeguarding Audit Annually and ensure that the school Safeguarding policy and procedures are up to date. Where concerns are identified, these should be referred to the SLT. • Monitor the Safeguarding training of all staff and ensure that this is up to date. Deliver and/or arrange regular updates on Safeguarding matters. • Maintain good lines of communication with those families that are working with on a 'safeguarding' basis and those children who you are supporting back to class. To be the supportive, positive layer before the cases are escalated to SLT. • To monitor CPoms and raise anything that is a concern with SLT. • To have regular contact with class teacher to share information about children in their class. • To support families and their children in times of crisis and preventatively, signposting them to further support services. • Support the referral into Early Help Services. • Work alongside teachers and support staff to collate up to date information about children in preparation for TAFs, Core Group Meetings, Care Team Meeting and Child Protection Conferences. • To be the school representative attending TAFs, Core Group Meetings, Care Team Meeting and Child Protection Conferences.
Medication	• Keep Class medical files up to date. • Provide medical support for pupils with on-going medical needs in school. • Support children in school when they are unwell and communicate with parents/carers to ensure appropriate care is provided for the child. • To be the main first aider within school and to support children and adults in school when initial medical attention is required. • Monitor the first aid provision within school ensuring that appropriate numbers of staff have up-to-date first aid training. Organise training where needed. • Complete and maintain all first aid risk assessments and risk assessments for individual pupils. • Work alongside the school nurse and parents to develop medical needs plans for children with long and short term medical needs.
Maintaining Professional Competencies	• Ensure own professional competence remains sufficient to provide effective support by seeking support for own practice and development. • Attend training and professional development to improve ability to fulfil the role. • Keep informed of relevant legislation

Supporting the School	• Maintain confidentiality of information in line with the policies and procedures of the school and the Local Authority • Complete administration duties relevant to the role including planning, record keeping, fling and reports. • Audit of registers on a weekly basis • Undertake other duties appropriate to the post as may be required from time to time. • Lead on breakfast club to ensure children have a welcoming start to the school day. • Support on break/lunch duties as requested by headteacher.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. *These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.* **PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.** The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Cambrai Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	November 2023

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – PASTORAL LEAD

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Qualifications • 5 GCSEs Grade A-C (including English and Maths) or equivalent (AF,C) • NVQ L3 in Child Care or Social Work or equivalent experience or qualification. (AF,C) • Safeguarding Level 1. (AF,C) • Willingness to complete Teach Teach training (AF,I)	• Safeguarding L2 or above (AF,C) • Team Teach Trained (AF,C) • Food hygiene certificate (AF,C) • First aid at work certificate (AF,C)
Experience • Experience working in a school environment supporting children and their families. (AF,I,R) • Experience working with children with additional needs, including challenging behaviours. (AF,I,R) • Group work with adults and/or children. (AF,I,R) • Working with a range of agencies involved in child and social care.	• Using CPoms (AF,I,R) • Taking part in Child Protection Meetings, TAFs, Core Group Meetings, Early Help Meetings. (AF,I,R) • Delivery of training to adults. (AF,I,R) • Working with Families First, First Contact and other support services. (AF,I,R)

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
(AF,I,R) • Understanding of Confidentiality and information sharing protocols. (AF,I,R)	• Supporting attendance at school with children. (AF,I,R) • Working with children with SEMB. (AF,I,R)
Skills and Knowledge • Knowledge of Safeguarding Procedures in line with Red car and Cleveland Safeguarding Children Partnership and Keeping Children Safe in Education 2023. (AF,I,R) • Excellent communication and reporting skills within a wide range of contexts. (AF,I,R) • Excellent written skills to write professional reports. (AF,I,R) • Meticulous record keeping. (AF,I,R)	• Completing referral forms for safeguarding procedures. (AF,I,R) • Attendance improvement and enforcement procedures. (AF,I,R)
Personal Attributes • Ability to be supportive to families at the same time as being resilient to get the best for children. (AF,I,R) • Ability to remain calm in challenging situations with adults and children. (AF,I,R) • Deliver accurate messages in challenging professional meetings. (AF,I,R) • Ability to use initiative, prioritise, meet deadlines. (AF,I,R) • Excellent interpersonal skills. (AF,I,R) • Ability to lead and to work as part of a team. (AF,I,R)	

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
• Ability to maintain a positive and professional demeanour. (AF,I,R) • To be highly organised and have excellent communication skills. (AF,I,R)	
Special Requirements • Correctly completed application form. (AF) • Well-structured supporting letter (AF) • Suitability to work with children/Satisfactory Enhanced Disclosure (D)	

Key – Stage identified	
AF	Application Form
C	Certificates
P	Presentation
I	Interview
R	References
D	Disclosure