

KEPIER



JOB DESCRIPTION

Name:

Job Title: Safeguarding Pastoral Leader

Salary Scale: NJC **Point Range:** Pro-rata Salary - £33,113 - £34,936 (Full-Time Equivalent £36,298 - £38,296)

Permanent Contract

Contractual hours: 37 per week **Weeks per year:** 38 weeks per year plus 15 days

Hours to be worked: As directed by the Headteacher

Disclosure level: Enhanced

Purpose of Job:

- Act as the operational safeguarding lead, supporting effective safeguarding procedures for learners and staff.
- Possess knowledge of relevant Safeguarding and Child Protection procedures and legislation.
- Contribute to multi-agency planning and assessments for children in need and their families.
- Manage Early Help, CP plans, CIN, and CLA caseloads, reporting to relevant agencies.
- Work directly with children and families.
- Serve as the Single Point of Contact (SPOC) for PREVENT and e-Safety.
- Provide outstanding pastoral care to reduce barriers to learning.
- Support progress and attainment of vulnerable learners.
- Offer supervision to staff with safeguarding caseloads as directed by the DSL.

Principal Duties:

- Improve stability for vulnerable learners and their families.
- Liaise with the Pastoral team, external agencies, and parents/carers.
- Lead multi-agency referrals and monitor their effectiveness.
- Identify barriers to learning and provide strategies for improvement.
- Coordinate anti-bullying efforts and maintain documentation on cases.
- Support the Deputy Designated Safeguarding Lead.
- Contribute to Personal Education Plans for looked-after children.
- Act as the Single Point of Contact for PREVENT and e-Safety.
- Ensure risk assessments and support plans are in place.

- Provide Mental Health and wellbeing support for learners.

General Duties and Responsibilities:

- Support the pastoral team and monitor their work in safeguarding.
- Lead assemblies as necessary.
- Assist in developing policies and procedures for pastoral provision.
- Facilitate effective communication with parents and carers.
- Assist with transition and engagement events.
- Display exemplary leadership with staff, learners, and outside agencies.
- Manage after-school detentions and participate in daily duties.
- Liaise with outside agencies and assist with reports.
- Carry out on-call duties and support Year Managers and learners.
- Promote Kepier at events and attend training sessions.
- Safeguard the welfare of children and young people.
- Carry out additional reasonable duties as requested.
- Lead, coordinate, deliver, and evaluate CPD in safeguarding.
- Record all interactions to develop a chronology for learners.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

Responsible to: Headteacher, Deputy Headteachers, and Assistant Headteachers

Liaising with: All staff, visitors, and external parties.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Childrens' Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee).....Date.....

Signed(Headteacher).....Date.....