



## NEWHALL PARK PRIMARY SCHOOL

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Headteacher: Karren El Kheir

### Job Description

**Job Title:** Community and Pastoral Lead  
**Salary/Scale:** Band 8 SCP 17 - 22  
**Hours:** 37 hours per week, term time only plus 4 days

To manage safeguarding issues, by acting as a Deputy Designated Safeguarding Lead, within Newhall Park Primary School and ensure policies, procedures and systems are in place to promote and protect the welfare of children whilst actively engaging parents and carers, throughout the local community, in the life of the school.

Newhall Park Primary School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

The following information is furnished to assist staff joining Newhall Park to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
- Newhall Park Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.
- Newhall Park is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties/Responsibilities:

- Deputy Designated Safeguarding Lead
- To work alongside the Designated Safeguarding Lead to ensure school policies and procedures are followed
- Support the curriculum provision and learning support for targeted students at risk of significant underachievement, behavioural difficulties, disaffection and/or poor attendance which places them at risk of exclusion from Newhall Park Primary School.
- Support the strategic direction and development of the inclusive provision at



Newhall Park as directed

- Work flexibly with other key colleagues in helping pupils reach their full potential
- Contribute to the development of a positive inclusive ethos
- Support staff in understanding the learning needs and diversity of pupils
- Liaise with and co-ordinate the contribution of external agencies
- Work with pupils and their families to overcome such issues as attendance and other barriers to learning and thus raise the level of pupils' achievement
- Assist with the pupils' personal, behavioural and social development through appropriate guidance and advice
  - support individual pupils to manage behaviour through anger management, self esteem and awareness training
  - counsel pupils on emotional issues effecting their wellbeing and learning
  - link to social services and relevant agencies
- Maintain regular contact with families/carers of pupils in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement;
- Support and assist the Assistant Head to:
  - Monitor attendance and provide information for SLT;
  - Liaise with other staff regarding pupils who are failing to attend regularly;
  - Plan appropriate intervention strategies with outside agencies
  - Investigate incidents and deal appropriately with pupils involved
  - Liaise with parents and attend home visits
- Monitor and report on the implementation of all plans drawn up to SLT;
- Have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and families;
- Network with other schools and share best practice;
- Adhere to and follow Newhall Park Primary School's Child Protection procedures in order to protect the safety of all children.
- To facilitate the development of safeguarding and child protection policies and procedures, training and guidance.
- To maintain and update documentation with respect to all cases of safeguarding and child protection and safeguarding training of staff.
- To discuss any issues or ongoing investigations with the Designated Safeguarding Lead, to notify him or her, and ensure that there is always cover for this role.
- To work with children and their families in order to strengthen and develop the potential of parents/carers and their children in order to prevent their children becoming looked after, suffering significant harm or becoming a persistent absentee.
- To act as a source of support, advice and expertise when deciding whether to make a referral by liaising with relevant agencies.
- To coordinate referrals, arrange action points and review services for families and children.
- To liaise with colleagues to support strategic development and share good practice.
- To raise awareness of Safeguarding to parents/carers, adults and children.
- To ensure that all children who are victims of abuse are supported in an appropriate and sensible manner.
- To provide guidance to parents/carers in order to provide planned interventions as part of agreed plans for children.
- To provide an informal interface with families and act as a trusted intermediary and the initial point of contact.
- To promote family learning widely – engaging parents as co-educators of their own children.



- To support individual children and families and work in collaboration with other providers when necessary.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

#### ACCOUNTABILITIES

- Oversee the school's safeguarding reporting and recording procedures in conjunction with the Designated Safeguarding Lead.
- Promote KCSIE guidance and the school code of conduct.
- Work with social workers and other agencies to develop links and utilise resources as part of agreed plans for children.
- Plan and complete professional assessments of need and risk in respect of parents/carers and take the lead to coordinate multi-agency approaches to address child protection issues.
- To coordinate with colleagues in external organisations regarding the Common Assessment Framework and monitor all referrals and recommendations from within Newhall Park Primary School.
- Represent the school at external meetings related to safeguarding.
- Manage the procedures and the care of 'At Risk' pupils and Looked After Children.
- Maintain confidentiality regarding issues concerning children, including information about family background/circumstances and abuse.
- Maintain an accurate record of safeguarding training for all staff.
- Improve levels of communications as well as to explore other methods of face-to-face communication and increase the range of informal contacts.
- To encourage parents to attend Open Days, parents meetings and events at the school.
- To identify opportunities for parents and families to become involved in the life of the school. This can include a range of informal/formal/one off sessions/social etc.
- To recruit parents and organise workshops, taster sessions and short courses as 'first step' provision for adult learners.
- Line manage staff members and support their CPD through the identification of appropriate training, advice and guidance (lunchtime supervisors/playworkers).

#### GENERAL

- To undertake appropriate health and safety duties as detailed in Newhall Park Primary School's health and safety policy.
- To undertake related duties, training or out of hours work as may be reasonably required, which are in line with the general responsibilities of the role.
- To attend parents' evenings.

#### TRAINING

- Ensure every member of staff has access to and understands Newhall Park's safeguarding/child protection policy documents, new or part time staff and volunteers included.
- Ensure that all staff members have received induction training covering child protection and make sure that they are able to recognise and report any concerns if they should arise.
- Have the ability to spot signs of abuse and know when it is appropriate to make a referral.
- Governors should be trained every two years, while Newhall Park Primary School staff should be trained every three years in line with any changes made to the Keeping Children Safe in Education document.
- Attend any relevant training courses at least every two years.



## RAISE AWARENESS

- Make sure that Newhall Park Primary School's safeguarding / child protection policy is updated and reviewed regularly, and work with the governing body regarding this.
- Make sure that parents are aware of the policy and alert them to the fact that referrals may be made in order to avoid conflict later.
- Information on safeguarding/child protection to be included in Newhall Park Primary School prospectus and website.
- Display posters and information to demonstrate that the Newhall Park Primary School is committed to safeguarding children's welfare.

## Appendix:

### Deputy Designated Safeguarding Lead

#### MAIN DUTIES & RESPONSIBILITIES:

##### Child Protection Information

To assist the Designated Safeguarding Lead with the tracking and record keeping of students who are on a Child Protection Plan, Looked After or Vulnerable including:

- Keeping an accurate and up to date database of information on pupils who fall in to one of the above groups.
- Ensuring that meetings are held in accordance with the regulations that are laid out by Child Protection plans and then chasing the appropriate documentation once these meetings have been completed.
- Help to create training resources for safeguarding to be used by the staff and pupils.
- Distribution of information on safeguarding to staff.
- Upkeep of safeguarding notice boards and displays.
- Responsibility for making and confirming arrangements with trainers for delivery of training courses in-house as directed by the designated teacher for safeguarding.
- To arrange Child Protection and Safeguarding courses as directed.
- Ensure renewal of above courses are completed within relevant timescales.

##### Leadership Team

- To carry out general administrative duties ie word processing, photocopying, filing, faxing, completion of standard forms, respond to routine correspondence etc.
- Answer and respond to routine telephone calls.
- Face to face, telephone and e-mail enquiries with all staff and outside agencies.
- Maintain manual and computerised records/management information systems on safeguarding and child protection.
- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, Internet)
- To distribute agendas for various meetings and booking of facilities when required.
- To purchase and provide refreshments for courses and meetings when required.
- Analysis of data for surveys to include collating information and presentation of survey results for whole school evaluation.
- Surveys – produce surveys for general use as well as those for safeguarding and e-safety on Google Documents.



- Provide analysis of above surveys.
- To play a major role in initiatives and projects that may arise during the year.
- To liaise with the VLE coordinator and update relevant pages on the VLE and to display items (e.g. weekly bulletin, School Council minutes) on here.
- Undertake research and obtain information to inform decisions.

### Training

- If appointed you will be required to attend training courses.

### General Responsibilities

- To deputise for the Designated Safeguarding lead in their absence.
- Carry out staff induction training in safeguarding procedures including; caretakers, cleaners, support staff and external partners.
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Triage referrals from staff and notify the Designated safeguarding Lead of cases that require immediate action (and take that action in their absence).
- Offer advice to staff with regard to routine safeguarding issues and take appropriate action.
- Review, update and amend policy documents concerning safeguarding.
- To filter through to DSL and outside agencies including; multi-agencies, information relevant to safeguarding issues.
- Attend Best Practice Forums and Support Groups on behalf of the DSL.
- Make direct referrals with outside agencies including; Children's Services, Police in absence of DSL and Pastoral Care Managers.
- Organise and update relevant training for staff within safeguarding and Child Protection frameworks.

