

Fibbersley Park Primary Academy

Noose Lane WV13 3BB

Tel: 01902 366220

Pastoral and Safeguard Lead

NJC 7 22-27

Actual Salary £27,514– £31,895

37 hours per week - term time only

Fibbersley Park Academy is a three-form entry primary school situated on the border with Walsall and Wolverhampton. We serve a diverse community and believe that each and every one of our children should be the best they can be. Forming part of Victoria Academies Trust, Fibbersley Park Academy is an exciting, dynamic place to work. We offer a friendly and inclusive working environment where children and the community are at the heart of all we do.

Job Purpose

The Pastoral and Safeguard Lead, under the direction of the Headteacher and Inclusion Manager, will be responsible for the welfare of vulnerable students and families at Fibbersley Park Academy in line with the vision and values of Victoria Academies Trust.

Reporting to: Headteacher and Inclusion Manager

Duties and responsibilities

Responsible for: Supporting families and parents

Safeguarding

- To be responsible for the admin and monitoring of Safeguard
- To investigate any concerns raised in school about the safety of a child.
- To attend case conferences, CP and CIN meetings.
- Provide/contribute to reports for School leaders/ Academy Councillors.
- To lead whole school training

Vulnerable pupils

- To adapt regularly timetabled pastoral support for vulnerable pupils.
- To monitor the impact and effectiveness of timetable pastoral support
- Identify pupils who would benefit from additional support.
- To be the lead professional when appropriate
- Address student pastoral concerns.
- Develop pastoral programmes that take place out of school hours.
- To be part of the attendance team to monitor attendance and carry out home visits where necessary.

Behaviour

- Support/ manage behaviour support for identified pupils.
- Support behaviour meetings with parents.
- Investigate break/lunchtime behaviour issues and put in appropriate follow-up measures.

Relationship with parents

- To lead initial crisis meetings with parents and signpost to school-led Early Help.

- To support parents through appropriate strategies/signposting to agencies.
- To design activities/initiatives to develop parental relationships.
- Complete home visits for new starters where appropriate and support with school transition across the phases.

Additional responsibilities

- Weekly supervision with DSL/HT
- Model positive play at lunchtime.

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.
- This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

If our offer is what you are looking for, and you feel you have the necessary skills to contribute to our continuing successful journey, we would love to hear from you.

To request an application pack please contact Sarah Cattell, Business Support Officer and PA to the Headteacher on T: 01902 366220 or alternatively you can Email: postbox@fibbersleyparkacademy.org.uk

Closing date:

Interview date:

“Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff and volunteers to share this commitment. All post- holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS)”. All applicants should read the safer recruitment and safeguarding and child protection policy.

