

# **Pastoral and Safeguarding Manager**

## **Candidate Information Pack**

### **St James Church of England Primary School**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About St James Church of England Primary School

## **“Learn, Laugh and Live with the Love of God”**

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St James CE Primary is a popular and successful school. We were judged 'Good by Ofsted in February 2023'. As a Church of England school our Christian values underpin all that we do, and we have close links with the local church. We joined LDST in October 2018 to deepen these links and to continue to improve the education we provide to our children to enable them to reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

This is an exciting time to join our school family as we continue working in partnership with Parish CE Primary School (an outstanding primary school in St Helens).

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

[www.stjamesceprimary.co.uk](http://www.stjamesceprimary.co.uk)



# Job Description

Title: Pastoral and Safeguarding Manager

Salary: Band H, SCP 23-25 (£28,421.69 - £30,077.76)

Hours: 36 Hours per week, Term Time Only (plus 10 days)

Accountable to: Senior Leadership Team

Location: St James Church of England School Haydock

*The primary purpose of this role is to tackle any barriers to learning that children and their families may experience whether the reasons arise inside or outside of the school.*

*The Pastoral and Safeguarding Manager will be the Deputy Designated Safeguarding Lead and will also have the responsibility for being the Operational Lead for safeguarding and child protection within the school and will support the development of safeguarding and child protection policies and procedures, training, and guidance for St James CE Primary School and will also co-ordinate referrals, arrange action and review appropriate services for children and families.*

*The Pastoral and Safeguarding Manager will also be a key member of the school's Attendance team.*

*The Pastoral and Safeguarding Manager will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:*

- *Children who are Looked After.*
- *Children who have social care involvement – CP, CIN or who are receiving Early Help Services (EHA)*
- *Children with emotional, medical or special needs*
- *Challenging behaviour*
- *Children with a statement of special educational needs (Education, Health Care Plan)*

*The Pastoral and Safeguarding Manager will work with children on a one-to-one basis or in groups, acting as a:*

- *Listener;*
- *Facilitator for learning;*
- *Encourager;*
- *Motivator;*
- *Role model*

## **Duties & Responsibilities**

### **1. Safeguarding**

*Working alongside the Designated Safeguarding lead as the Deputy DSL and Operational Lead, ensure that the School's Child Protection and Safeguarding policy (and family friendly version), and the implementation of it, is reviewed at least annually and is up to date and reflects the operational practice within school.*

*To take operational lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.*

*To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.*

*To be available for staff to discuss any safeguarding concerns and to act as a source of support, advice and expertise to staff on matters of safety and safeguarding especially when deciding whether to make a referral by liaising with the relevant agencies.*

## **Managing referrals and reporting concerns**

- Recognise how to identify signs of abuse and referring all cases of suspected abuse of any pupil at the School to the appropriate agency
- Respond appropriately to disclosures or concerns relating to the well-being of a child and support any staff who make referrals to local authority children's social care
- Ensure that relevant, detailed and accurate written records of referrals / concerns are kept and that

these are stored securely using the School's CPOMS system and in children's files

- Where children leave the School ensure their child protection file is transferred to the new school as soon as possible. This file should be transferred securely and separately from the main pupil file and a confirmation receipt from the new school must be received
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do and to contribute to the assessment of children
- Refer cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern
- Make referrals to the police where a crime may have been committed which involves a child
- As Deputy DSL - to liaise with the Head Teacher/Designated Safeguarding Lead in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School
- As Deputy DSL - to liaise with the Head Teacher regarding any potential referral to the Local Authority Designated Officer (LADO) due to safeguarding / child protection concerns which involve a member of staff (it is the Head Teacher or Chair of Governors who makes the referral).

### **Multi agency working**

- Ensure that pupils who are vulnerable are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored – be the 'voice of the child' and ensure that the child's views are listened to and shared
- Attend and participate in multi-disciplinary / agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CP, CIN, EHAT
- Liaise and co-ordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges by completing an EHAT / completing a service request form to the LA Front Door Team and by being the Lead Professional, where appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference for the child that was anticipated
- Liaising with statutory and outside agencies and ensure access to all necessary information – this includes working closely with St Helens Safeguarding Children Partnership and LDST safeguarding partners (such as School Improvement Liverpool) to ensure that all aspects of exceptional safeguarding practice are maintained.

## **Training**

- Attend child protection training annually (and refresh knowledge and skills on an ongoing basis)
- Disseminate 'learning' from any training attended to the DSL/SLT
- Following training, lead annual safeguarding training/updates for all staff
- Carry out safeguarding inductions for new staff/volunteers
- Participate in regular supervision with the HT/DSL.

## **Attendance and Pastoral Support**

*To take a lead role in promoting pupils' academic, social, emotional and behavioural development through providing attendance and wider pastoral support.*

### **Attendance**

To support positive attendance throughout the school which includes:

- Advise and assist families to maintain regular school attendance and punctuality of their children.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
- Communicate clearly to families the attendance and punctuality procedures and expectations of the School.
- Develop and maintain links with families with attendance and/or punctuality-based issues and the local authority's Educational Welfare Service.
- Attend fortnightly meetings with the Education Welfare Officer (EWO) in relation to all children at the school.
- Support interventions to improve attendance and/or punctuality of targeted children with the support of the EWO where appropriate.
- Support some of the attendance-based initiatives/incentives as directed by the SLT, helping to analyse their impact and advise on next steps.



## **Pastoral Support**

To provide in school outreach to pupils/families whose personal circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupils achieve their targets by:

- Organising drop-in sessions for pupils and parents, where they can talk about a particular issue
- To inform parents/carers of appropriate welfare provisions, e.g. free school meals, clothing grants etc., to assist them where necessary in completing requests for such provisions and to carry out certain checks in relation to these provisions
- To distribute Food Bank Vouchers/Food Parcels and other support packages wherever necessary.
- Facilitating contact with the school nurse and making referrals to the service where necessary
- Making home visits, where appropriate, to talk to parents about issues and to offer advice about strategies to deal with problems.
- Updating the school's Handle with Care list and disseminating this information to staff.
- Work closely alongside the school's pastoral support assistants in providing emotional support to children through therapeutic interventions and/or individual or group mentoring sessions.
- Supporting the transition of new children, and their families, to the school including those new to the country.
- Act as one of the School's Mental Health Lead Practitioners and work closely with the Mental Health Support Team (training to be provided).

## **General Duties**

- Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents and completing referral forms online.
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team.

- Be available at Parent's evenings to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate.
- Attend new Reception Parent's Meeting in the Summer term.
- Provide support over lunchtimes to all pupils.
- Provide 1st aid cover and Fire Marshall cover (training provided if needed)
- Assist the Senior Leadership Team in the organisation of personal development opportunities for all pupils including trips, school residentials and other wider experiences.
- Co-ordinate half-termly enrichment opportunities and complete impact reports.
- Lead a Pupil Leadership Team.
- Undertake any other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role, as directed by SLT.

## Person Specification

### Section A – Qualifications, Experience and Professional Development

| <b>Training and Qualifications</b>   | Essential/<br>Desirable | Application/<br>Interview |
|--|-------------------------|---------------------------|
| 5 GCSEs at C or above or equivalent, including Maths and English   | E                       | A                         |
| Qualification in relevant children's services e.g. Diploma in Social Work, Level 4 NVQ, Teaching or Youth Work | D                       | A/I                       |
| Educated to Degree level or equivalent   | D                       | A                         |
| Level 3 Safeguarding Training  | E                       | A                         |
| <b>Professional Development and Experience</b>   |                         |                           |
| Experience of working with children/young people and/or families within an education or social work setting    | D                       | A/I                       |
| Working with vulnerable young people   | D                       | A/I                       |
| Working within a multi-agency setting  | D                       | A/I                       |
| Evidence of experience of working with children and families in difficulty and crisis                          | D                       | A/I                       |
| Experience of using Attendance Strategies in school  | D                       | A/I                       |

|  |   |     |
|--|---|-----|
| Experience of working with children in the primary phase | D | A/I |
|--|---|-----|

|   |   |     |
|---|---|-----|
| Experience of working with people with mental health problems | D | A/I |
| Experience of using cognitive behavioural approaches          | D | A/I |
| Experience of Restorative Justice approaches                  | D | A/I |

## Section B Professional Knowledge, Skills and Understanding

|   |   |     |
|---|---|-----|
| Emotionally intelligent   | E | A/I |
| Excellent listening and interpersonal skills with an ability to communicate/engage with a range of people showing sensitivity to pupil's needs  | E | A/I |
| Ability to provide clear professional advice to parents/carers, school staff and other professionals on matters relative to behaviour and wellbeing in school e.g. chairing FAM meetings and liaising with outside agencies | E | A/I |
| Ability to work effectively as part of a team, but with the initiative to work independently  | E | A/I |
| Ability to work flexibly and under pressure   | E | A/I |
| Resilience and ability to manage and prioritise workload  | E | A/I |
| Ability to prepare and present reports for staff including Pastoral Support Programmes and EHAT forms   | D | A/I |
| Excellent organisational and time management skills   | E | A/I |
| Excellent record keeping and communication skills   | E | A/I |
| Excellent ICT skills and willingness to learn how to use IRIS data, AskEddi, EHATs and CPOMS  | E | A/I |
| An ability to collate and analyse data on attendance and behaviour  | E | A/I |
| Ability to demonstrate a commitment to Equal Opportunities policies   | E | A/I |
| Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information.   | E | A/I |
| Knowledge of available support services in St Helens  | D | A/I |

## Section C Professional Knowledge, Skills and Understanding

|   |   |     |
|---|---|-----|
| Commitment to equality, diversity and inclusion                 | E | A/I |
| Commitments to health and safety                                | E | A/I |
| Enhanced DBS Disclosure will be required                        | E | A/I |
| Ability to maintain confidentiality and discretion at all times | E | A/I |

## Section D Professional Knowledge, Skills and Understanding

|   |   |
|---|---|
| Positive recommendation from all referees, including current employer | E |
|---|---|

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Selection Day (interview and presentation)

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email the School Business manager, Moira Winstanley at [moira.winstanley@ldst.org.uk](mailto:moira.winstanley@ldst.org.uk) or contact the school office on 01744 678545.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 20<sup>th</sup> May 2024 at 9am**

**Interview Dates: Friday 24<sup>th</sup> May 2024**

**Start Date of Post: ASAP**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen