

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Community Outreach Pastoral Leader

Grade: G7

Directly Responsible to: Deputy Headteacher (Pastoral)

Hours of Duty: 37 hours per week /Term time negotiable

Primary Purpose and Scope of the Job:

To work in partnership with our designated person for Children in Need and Early Help offer within school. To support and organise pupil led campaigns in areas of social justice such as anti-bullying and anti-discrimination. These campaigns will not take place all year round but they will take place at key milestones of the academic year and will enable work with the wider community.

WORKING RELATIONSHIPS

SLT
Pastoral and Safeguarding Teams
SENDCo and Curriculum Support Department
Parents/carers
Local Authority
External Agencies

KEY TASK AND ACCOUNTABILITIES

1. To be a member of the Safeguarding Team
2. To coordinate, manage and monitor all offsite provision
3. To work in partnership with Family Support Coordinator to:
 - To lead and coordinate plans of action for CIN/PP pupils
 - To manage a support budget for Augustine Centre in school for bespoke plans for allocated pupils
 - To line manage staff involved in bespoke plans for pupils on specific actions for individual staff members
 - Liaison with Attendance Officer with regards to non-attendance
 - Robust and effective monitoring of pupils on a daily basis
 - Maintain accurate, confidential and up to date documentation on all cases
 - To act as main point of contact for a range of external agencies involved in cases and facilitate targeted intervention
 - Tracking of CIN students on or off site
 - To attend and participate in CIN meetings on and off site
 - Maintain contact with pupils and family dependent on level of need
 - To prepare, collate and produce reports for CIN meetings with an analysis of need, risk assessment, impact and recommendations

- Responsibility for CIN/Early Help transition from Primary School and to Post 16
 - Compilation of case studies for whole school review
 - Write Early Help assessments and act as lead professional for students within allocated caseload
 - Manage and monitor caseload
 - Complete appropriate referral documentation for caseload
 - To promote and champion the Early Help process, coordinating and providing support, advice and guidance
 - Coordinate family support/Early Help meetings
 - Strategically use data and patterns to identify, organise support packages and coordinate reviews for individual pupils and families
 - Maintain evidence log of cases
 - Meet with external agencies to reflect on current practice
 - Assess level of need and intervention for managed transfer and fair access placements
 - Visit families to pursue concerns in relation to attendance and other welfare issues
 - Formulate strategies to support pupils and families
 - Identify where possible circumstances giving rise to concern and alert appropriate member of Safeguarding
 - To risk assess allocated CIN pupils involved in extra-curricular activities, day trips or residential
 - To attend and participate in Child in Care/Child Protection Conferences and Planning and Review Meetings where assigned as key worker
 - To keep up to date with relation to Safeguarding Children
 - Attend training where appropriate
 - Use PASS and school performance data to inform analysis of need for allocated cases
 - To act as main point of contact for a range of external agencies
4. To coordinate key groups of staff in the management of projects, programmes and promotional campaigns
 5. To seek opportunities for pupils to be involved in activities which enhance their social and emotional learning and welfare i.e. anti-bullying campaigns
 6. To work with partner and community primary schools in joint initiatives to support the local community and charities
 7. To support the development of transition between primary and secondary school
 8. To organise/assist with events that support primary school transition such as open evenings, discovery days and transition days
 9. Carry out all duties with due regard to confidentiality and data protection regulations
 10. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
 11. To undertake such additional duties as are reasonably commensurate with the level of this post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: March 2023

Revised by: Director of Finance and Resources

Signed by Postholder:

Signed:

Date: