



## **Job description for Deputy Safeguarding Lead and Pastoral Support Assistant**

### **Key Responsibilities**

#### **Reporting concerns:**

- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately to disclosures or concerns relating to the well-being of a child
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Liaise with the Designated safeguarding lead to inform them of any issues and ongoing investigations
- Liaise with the Governor with safeguarding responsibilities where necessary
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely
- It is not the role of the DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school. This falls to the Headteacher or to the Chair of Governors where the allegation is against the Headteacher
- Support the Safeguarding lead to ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored

#### **Training**

Attend relevant training every 2 years to reinforce and enhance safeguarding knowledge and practice.

#### **Pastoral Support Assistant:**

- Work closely with the Head of Lower School in planning, evaluating and adjusting work programmes/intervention strategies as appropriate.
- Support the Attendance Officer in monitoring registers.
- Monitor and evaluate students' response to these intervention activities through observation and recording achievement against predetermined objectives. Provide feedback to students and families.
- Promote positive values, attitudes to learning and good pupil behaviour in line with academy policy.
- Liaise with parents, staff and outside agencies where necessary.
- Using your coaching accreditation to set up a model of staff coaching around wellbeing and mental health for the next academic year and beyond.
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in meetings and training activities as required.
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and out of school activities/catch-up sessions where necessary or requested.

- To undertake other duties and activities within the scope of the post as directed by the line manager.
- Responsibility for a caseload of students; providing support to enhance their learning and social well-being through mentoring.
- Act as a champion of the school's safeguarding policy and procedures by supporting the safeguarding lead to ensure all staff have access to and understand them.
- Support new members of staff with regard to the academy and IAG's safeguarding policies and procedures and ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct).
- To act up when the Designated Safeguarding Lead is unavailable.
- When pupils leave the school ensure their safeguarding file is sent to the new establishment immediately and securely.
- **To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

***International Academy of Greenwich reserves the right to modify the above contents in order to ensure the needs of the Academy and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. International Academy of Greenwich provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***