

JOB DESCRIPTION – 2017

Job Title: Pastoral Intervention Practitioner

Reports to: DSL and Head of Pastoral Welfare

Department: Pastoral

Hours per week: 37 hours per week, Term Time Only

Key Working Relationships

DSL and Head of Pastoral Welfare
 Students
 Deputy Head – Pastoral
 Senior Master
 Head of Sections – Lower, Middle and Sixth Form
 Housemasters and Deputy Housemasters
 Parents / Guardians
 Tutors and Teachers
 Health Centre Staff
 Matrons
 Other professionals
 Safeguarding agencies

Job Summary

To provide targeted pastoral intervention and support to students in Years 7 -13. To assist with investigating and supporting reported safeguarding cases – working closely with the Designated Safeguarding Lead. To support medical and vulnerable students in Years 7-13.

Duties and Responsibilities

- To assist the Designated Safeguarding Lead with caseload. Working with students to investigate concerns and liaising with Parents / Guardians / Staff and relevant agencies.
- Attend relevant meetings including multi-agency meetings, where appropriate.
- Assisting Pastoral Staff in developing inclusive strategies to support students who are causing welfare or behaviour concerns.
- To implement specific mental health and wellbeing programmes and to be involved in the monitoring, review and evaluation of these.
- Assist in organising events and activities that focus on student wellbeing.
- To keep records of work undertaken and provide feedback, reports and data on caseload when required.
- To write and deliver training programmes as and when required to a range of staff.
- To model behaviour management techniques and support targeted teachers with low level disruption in their classes.
- To contribute to the organisation and delivery of individual students' education packages, (school refusers). To regularly liaise with these students and families with the aim of re-integrating them back into school quickly.
- To work as part of the staff team, supporting vulnerable students learning during some lessons, acting as a positive role model and encouraging good choices and positive relationships.
- To work with referred individuals on their own and in small groups, both in observation and solution focussed sessions.

- Facilitate restorative justice and mediation meetings as appropriate, and with the guidance of the pastoral leads in the school.
- To help students respond positively and provide feedback to students in relation to progress, achievement and welfare.
- To provide emergency, crisis support to a vulnerable young person as requested by pastoral staff.
- Working with individual students on strategies to prevent exclusion and supporting the reintegration of excluded students back into school.
- To act as a school counsellor for vulnerable students as and when required.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.