

**Pastoral Manager – Safeguarding**

**Scale:** S01

**Hours:** 37 hours term time + 5 days

**Full-time Salary:** £27,741.00

**Actual:** £24,486.00

**Closing date:** Wednesday 15<sup>th</sup> September 2021

**Interviews will take place W/c:** 20th September 2021

**Start date:** As soon as possible

**Say yes to  
new adventures.**



# Everyone matters and every dream counts.

Welcome to Ryburn Valley High School. We're a thriving 11-18 comprehensive school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. As it says in our mission statement, our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

We do that through excellent teaching and learning, and by putting creativity at our heart. Our staff are amazing, in both the incredible range of opportunities they make possible, and in the relationships they build as a foundation. We get results, but we give so much more, shaping a generation with the kindness and character our future needs.

We're rightly proud of our strong exam results, each grade telling the story of a student's effort and dedication, the support of their family and school community, and the encouragement and skill of their teachers and supporting staff. Our staff are our biggest asset. They bring passion and care, and back that up with highly effective teaching strategies. We cherish our staff to support their wellbeing and enable them to thrive. We never stop learning, and we continue to invest in our staff and the school's development both by reflecting deeply on our own practice and by reaching out to leading educational research to keep ahead of our game.

Join the Ryburn family, where everyone is supported and challenged to excel.

**Kath Parker, Head of School**

 [ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)  
 [www.rvhs.co.uk](http://www.rvhs.co.uk)  
  [@RVHS\\_school](https://www.instagram.com/RVHS_school)

# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

**David Lord, Chief Executive Headteacher**

## **Pastoral Manager – Safeguarding**

### **Job Description**

Job Title: Pastoral Manager – Safeguarding

Line Manager: Deputy Head of School

Scale: SO1 £27,741.00 FTE – (£24,486.00 actual)

Working hours: 37 hours term time only plus 5 days

Start Date: As soon As possible

---

#### **Key Responsibilities:**

- To hold primary responsibility for managing, responding to and forwarding safeguarding concerns about the students of Ryburn Valley High School and for putting into place procedures to safeguard students in our school.

#### **General Duties and Responsibilities:**

- Refer all cases of suspected abuse to the local authority's children's social care and to:
    - The Local Authority's Designated Officer (LADO) for child protection concerns involving a member of staff in consultation with the Head of School.
    - Disclosure and Barring Service (in consultation with Human Resources) where a person is dismissed or left due to risk/harm to a child.
    - Police, cases where a crime may have been committed.
  - Liaise with the Assistant Head of School: PDBW and Safeguarding (DSL) about issues which arise, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
  - Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Ryburn Valley High School from reviews, planning and intervention meetings are successfully carried out and monitored.
  - Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
  - Obtain access to resources and attend any relevant or refresher training courses.
  - Coordinate the training and updating of staff regarding child protection developments (basic awareness training, Prevent, FGM, CSE etc.), leading this where appropriate and working with agencies if needed: this to be in line with *Keeping Children Safe in Education*.
  - Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents<sup>1</sup> and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm.
  - Liaise with primary feeder schools to ensure the smooth transition for children who are currently working with multi-agencies.
  - Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
  - Encourage a culture of listening to young people taking in to account their wishes and feelings so that measures may be put in place to protect them.
  - Respond appropriately to disclosures or concerns which relate to the well-being of a young person.
  - Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
  - Raise awareness of the role of the Safeguarding Officer with the school's students, parents, staff and other stakeholders.
-

- Ensure the school's Child Protection Policy is reviewed annually and the procedures and implementations are updated and reviewed regularly in liaison with the Governing Body.
- Ensure that the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the school's role in this.
- Update other safeguarding staff (DSLs and Deputy DSLs) of any changes to procedures or practices as soon as is practicable.
- Coordinate the supervision for staff working in the safeguarding arena.
- Deliver safeguarding assemblies to all year groups and deliver safeguarding mentoring programmes where appropriate.
- When students leave the school ensure that a copy of their child protection file is transferred to the new school/academy/college as soon as possible, separate from the main file. Also, ensure that guidance is focused in relation to Ryburn Valley High School, keeping and destroying child protection files when necessary.
- Challenge behaviour which breaches the school's Staff Behaviour Policy.
- Attend and participate in Child Protection conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services/the Local Safeguarding Board as required, some of which may take place outside of normal working hours.
- Plan and complete professional assessments of need and risk (S17 and S47 reports) in respect of parents by using Local Authority procedures.
- Maintain confidentiality at all times and be aware of data protection and the sharing of information.
- Develop a confidential database of safeguarding referrals as a point of reference for reports to governors.
- Co-ordinate referrals to multi-agencies and, where appropriate, act as the lead in professionals' meetings.
- Investigate and, if appropriate, implement and review the use of the CPOMS tracking system, training staff where necessary.

#### **Equal Opportunities:**

- To promote equal opportunities in education in order that all students and young people and families will gain optimum benefit from the service provided at Ryburn Valley High School.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

#### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents and the wider community.
- Adhere to the principles expressed in the aims of the school and its values.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up-to-date with all aspects of the Child Protection Policy as it applies to the post.
- Assist with First Aid when required

#### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage students to follow this example

#### **Other Specific Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

**We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.**

## Pastoral Manager - Safeguarding Person Specification

### Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
<b>Qualifications</b>		
5 GCSEs (Grade C or above in Mathematics and English) or equivalent	✓	
Education to degree level or relevant management experience		✓
Experience of creating and communicating a pastoral vision to staff, pupils, parents and governors and motivating everyone towards the same goal	✓	
<b>Experience</b>		
Ability to use: excel, word, access, effective use of email (Outlook) and internet	✓	
Preparation of reports for senior leaders	✓	
Knowledge of Teacher Pay and Conditions and Local Government Terms and Conditions		✓
Skill to motivate and lead other members of the team	✓	
Have the vision to plan the way ahead and to get things done	✓	
<b>Practical Skills</b>		
The ability to work under pressure without close supervision	✓	
Good computer skills	✓	
Excellent Telephone Manner		
Demonstrate good judgement	✓	
Good organisational skills	✓	
<b>Personal Qualities &amp; Attributes</b>		
Discretion, tact and diplomacy	✓	
Methodical and accurate	✓	
Commitment to Safeguarding	✓	
Ability to work under pressure without close supervision	✓	
Think creatively and imaginatively to anticipate, identify and solve problems whilst under pressure	✓	
Caring and positive	✓	
Excellent time keeping and absence record	✓	
Self-driven with a positive outlook	✓	
A natural forward planner who assesses their own performance	✓	
Mature, credible with excellent interpersonal skills		✓
Reliable, tolerant and determined	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	