

# Job Description: New Horizons Pastoral Support Co-ordinator

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<b>Grade:</b>	<b>Bexley 9 Term Time Only + 3 weeks/36 hours per week (Pro rota)</b>
<b>Line Manager</b>	<b>Safeguarding Liaison Officer</b>
<b>Team:</b>	<b>Inclusion</b>

## Purpose of the Job:

Work within the Inclusion Team within New Horizons, as part of London South East Academies Trust delivering a consistently, relentless approach in a professional manner to improve student attendance and address safeguarding concerns in line with our Attendance and Safeguarding Policies and ethical ethos. To undertake required formal training to support SLT and work as a Designated Lead. To deliver, monitor and promptly address safeguarding concerns, working with the hardest to reach and most vulnerable students and families, in prompt liaison with social care and relevant external agencies. Work as key resource to oversee attendance within your remit area, ensuring students are accessing education fully and barriers to learning are identified, addressed and reduced. To support staff in building and maintaining positive relationships between home and school to ensure consistent attendance is promoted and early identification of safeguarding concerns achieved. To respond to the completion of concerns in a proactive, measured manner whilst adhering to New Horizons safeguarding process. To work in consistent and proactive partnership with all relevant external agencies including but not limited to; Education Welfare Service, Social Care organisations, Youth Offending Team and the Children Missing Education Team in order to address safeguarding and attendance issues. To provide accurate information to internal staff and external agencies including Home Schools, in order to aid appropriate attendance/safeguarding intervention. To work in direct partnership with New Horizons Careers and Transition staff and the Attendance Intervention Worker to support the development of innovative strategies to tackle non-engagement, attendance and punctuality issues and to reduce students becoming NEET. To facilitate and maintain coordinated working with all Pastoral Support Co-ordinators across New Horizons to re-engage students with education, address safeguarding concerns, behaviours and peer interactions in order to improve and maintain regular attendance, address safeguarding concerns and support successful transition back to mainstream school or further education, training or employment. To attend and/or chair multi agency meetings as a professional representative of New Horizons and to fulfil all administrative functions related to the role. To support and attend all meetings relating to but not limited to; SEN or mental health needs, risk, looked after children status, Personalised Learning Plans and Personal Support Plan process within New Horizons schools. Take responsibility for recording and monitoring vulnerable students daily and non-attendance daily producing accurate reports and data to Line Manager, Senior Leadership Team and Governors on a termly and annual basis.

## Main duties and responsibilities:

- Work in partnership with the Office/Attendance Administrator to identify individual students who are absent on a daily basis.
- Undertake home visits as required and build relationships with parents/carers to maintain the Federations high expectations of attendance and engagement.
- To undertake Welfare Check home visits in partnership with the Safeguarding Liaison Officer and Community Safety Police when deemed necessary.
- Assist Inclusion Manager in the strategic review and planning of attendance and safeguarding strategies.
- To work in partnership with Safeguarding Leads and under direction of Safeguarding Liaison Officer and Inclusion Manager.
- Undertake risk assessments regarding lone working procedures.
- Assist in gathering pre admittance information and facilitate/attend professionals meeting to establish student needs/barriers including attendance and safeguarding.
- To contribute to student risk level determinations and review.
- To assist in the collation of all attendance and safeguarding data to contribute to annual reports and review of impact including but not limited to Section 11 and Governors Reports
- To facilitate and/or support meetings and referrals pertaining to absence including but not limited to Attendance Surgeries and Education Welfare Service refs as determined by Line Manager or Inclusion Manager.
- To maintain the Child Missing Education register for student who leave a New Horizons School during the academic year.
- Establish and maintain an accurate log system for all attendance and safeguarding contacts and outcomes on SIMS and all other agreed identified filing systems (CP filing) in a timely manner in line with good practice expectations relating to attendance and safeguarding.
- Notify agreed external agencies of student absence or safeguarding concerns relating to absence, promptly when required.
- To respond appropriately to all Cause for Concerns raised in accordance with NH Safeguarding Policy.
- To discuss Cause for Concern with students in a sensitive manner in line with confidentiality protocol.
- To raise safeguarding/child protection concerns with parents/carers when appropriate.
- Make Social Care and external agency referrals through Safeguarding Liaison Officer and Inclusion Manager guidance and agreement.
- To provide a follow up review with student and/or parents/carers following external agency referrals/Cause for Concern, ensuring any impact is minimised.
- To work 1-2-1 with students, assessing, implementing and coordinating Pastoral Support Plans in line with student needs, working in partnership with Senior Staff/Centre Managers, keeping accurate records and attendance information.
- To undertake all relevant training in order to address Safeguarding and Attendance concerns.
- To attend termly NH safeguarding meetings, preparing student updates and providing clear accurate accounts.
- Support children and young people in their access to education, working with parents/carers of children to establish and foster good relationships and encourage parental/carer involvement in their school, rebuilding relationships where these have deteriorated or broken down.
- Liaise with Attendance Intervention Worker and external agencies to support the reengagement of long term absentees back into school or improve daily attendance and punctuality.

- Liaise with other agencies to support to reduction and removal of safeguarding concerns.
- Attend and represent NH at professional/external relevant meetings including risk management, LAC and PEP reviews, as agreed by Inclusion Manager in relation to key students with whom you are working.
- Liaise with all relevant staff and SLT to ensure the views presented are those of the school rather than the individual and to propose a solution to individual problems.
- To professionally and appropriately challenge decisions and outcomes when required in accordance with Line Manager expectations and New Horizons expected code of conduct.
- Support families directly and indirectly through the Attendance Intervention Worker, in developing workable strategies which promote positive attendance in line with School Attendance Policy and DFE Guidance for Parental Responsibilities.
- Support families directly and indirectly through the Attendance Intervention Worker, in developing workable strategies which address safeguarding concerns in line with Safeguarding Policy.
- To support SLT in responding to complaints or allegations in line with New Horizons protocol.
- To work in partnership with the Careers and Transition staff to support, implement and co-ordinate appropriate careers plans including risk and safeguarding.
- To share information with key members of staff including Attendance Intervention Worker, Line Manager, Inclusion Manager and Careers and Transition staff on a regular basis in line with student needs and risk.
- Organise and facilitate meetings and communication with parent/carers and relevant external agencies in order to identify, plan and address specific needs in line with Inclusion Team purpose.
- To attend regular Attendance Team Meetings.
- To attend Termly Supervision with Inclusion Manager Officer.
- To work within and attend regular EWO meetings relating to all stages of the Attendance Process.
- Work in partnership and liaise with relevant staff across New Horizons schools in order to address specific needs relating to poor or non-attendance which may impact on the teaching and planning of lessons.
- To assist in the identification of absence trends and gaps in delivery to meet student needs.
- To work autonomously in a time effective manner.
- Liaise with Safeguarding Liaison Officer on daily basis.
- Produce written reports including case studies when requested.
- Act as a positive role model to both parents/carers and children/young people in promoting a commitment to education, punctuality and attendance.
- Attend all whole school and New Horizons meetings and training.
- To abide by New Horizons policies, including those relating to Team Teach, safeguarding, data protection, health and safety and equal opportunities and contribute to relevant annual policy reviews.
- Undertake Team Teach Training and follow guidance and procedures in relation to incident management and behavioural strategies.
- To undertake identified training in line with Performance Management, professional progression and Inclusion Team purpose.
- Adhere to and promote across New Horizons professional standards and guidance in relation to the role of Pastoral Support Co-ordinator.
- To undertake other reasonable duties which are consistent with both the needs of the Federation and commensurate with the role of the post holder.
- To work across all NH schools and be located as determined by Inclusion Manager.

- To undertake other reasonable duties which are consistent with both the needs of New Horizons and commensurate with the role of the post holder.

## Person Specification:

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- Knowledge and understanding of Safeguarding procedures and the National Curriculum including Prevent, Child Sexual Exploitation, Female Genital Mutilation and Children Missing Education.
- Knowledge and understanding of child development theory and practice.
- Knowledge and understanding of Children Act 1989 and 2004.
- Knowledge and understanding of Education Act 2002.
- Knowledge and understanding of Dfe School Attendance 2014.
- Knowledge and understanding of Dfe School Attendance Parental Responsibility Measure 2015.
- Knowledge and understanding of Dfe Elective Home Education 2013.
- Understanding of the working arrangements within Specialist Schools, Pupil Referral Units and Health and Medical Needs School including EHCP process.
- Willingness to undertake professional development related to the role including Accredited Course.
- Previous experience of working in an educational setting.
- Previous experience of leading or being part of Safeguarding decision making process.
- Previous experience of inter-agency working.
- Previous experience of working with children and families.
- Ability to organise and handle confidential, sensitive information and maintain accurate records.
- Excellent communication and observation skills.
- Excellent time management and organizational skills.
- Ability to display tact and diplomacy in difficult and sensitive situations.
- Ability to demonstrate sound understanding of professional boundaries and be able to adhere to these.
- Customer focused.
- Can do, proactive approach.
- Team player.
- Respectful of the needs of others.
- Able to work in the schools holidays (part of additional 3 weeks) as determined by Inclusion Manager.
- To hold full driving license and use of car
- Can work easily within professional boundaries and structure.