

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Family Support & Pastoral Outreach

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 take the lead role of designated person for Children in Need and Early Help offer within school, with the lead responsibility to report concerns to the DSL and External Agencies. The postholder will also coordinate, manage and review personalised programmes of support for identified pupils, including those educated off site. Ensure identified pupils are monitored and progress reported on in relation to their academic, social and emotional well-being. Motivate colleagues and promote the development of an effective Inclusion team.

WORKING RELATIONSHIPS

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

KEY TASK AND ACCOUNTABILITIES

1. To be a member of the Safeguarding Team
2. To lead and coordinate plans of action for CIN/PP pupils
3. To manage a support budget for Augustine Centre in school for bespoke plans for pupils
4. To deliver training to staff at INSET when required on pupil support issues and strategies
5. To line manage staff involved in bespoke plans for pupils on specific actions for individual staff members
6. Liaison with Attendance Officer with regards to non-attendance
7. Robust and effective monitoring of pupils on a daily basis
8. Maintain accurate, confidential and up to date documentation on all cases
9. To act as main point of contact for a range of external agencies involved in cases and facilitate targeted intervention
10. To liaise with key stakeholders both internal and external to create bespoke packages tailored to the needs of identified pupils
11. To coordinate all offsite provision
12. Tracking of CIN students on or off site
13. To attend and participate in CIN meetings on and off site
14. Maintain contact with pupils and family dependent on level of need

15. To prepare, collate and produce reports for CIN meetings with an analysis of need, risk assessment, impact and recommendations
16. Responsibility for CIN/Early Help transition from Primary School and to Post 16
17. Compilation of case studies for whole school review
18. To act as strategic lead in the Early Help Offer within school to include:
 - Assigning caseloads to other Early Help trained staff
 - Write Early Help assessments and act as lead professional for students within allocated caseload
 - Manage and monitor caseload
 - Complete appropriate referral documentation for caseload
19. To promote and champion the Early Help process, coordinating and providing support, advice and guidance
20. Coordinate family support/Early Help meetings
21. Strategically use data and patterns to identify, organise support packages and coordinate reviews for individual pupils and families
22. Maintain evidence log of cases
23. Meet with external agencies to reflect on current practice
24. Assess level of need and intervention for managed transfer and fair access placements
25. Visit families to pursue concerns in relation to attendance and other welfare issues
26. Formulate strategies to support pupils and families
27. Identify where possible circumstances giving rise to concern and alert appropriate member of Safeguarding
28. To risk assess CIN pupils involved in extra-curricular activities, day trips or residential
29. To attend and participate in Child in Care/Child Protection Conferences and Planning and Review Meetings where assigned as key worker
30. To keep up to date with relation to Safeguarding Children
31. Attend training where appropriate
32. Use PASS and school performance data to inform analysis of need for allocated cases
33. To act as main point of contact for a range of external agencies
34. Carry out all duties with due regard to confidentiality and data protection regulations
35. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
36. 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: April 2023

Revised by: Director of Finance and Resources

Signed by Postholder:

Signed:

Date: