



Safeguarding and Pastoral Co-ordinator Recruitment Information

Find us on:



Facebook: Search "The Emmbrook School"



Twitter: @Emmbrookschool



Instagram: @TheEmmbrookschool



Website: www.emmbrook.wokingham.sch.uk



LinkedIn: Search "The Emmbrook School"



Safeguarding and Pastoral Co-ordinator (full-time, term time only + 5 INSET days)

January 2025 start

We are seeking to appoint an energetic and enthusiastic individual to join our team.

To be considered for the position you should demonstrate:

- Energy, enthusiasm and vision
- A commitment to improving the lives of young people
- A commitment to being part of the pastoral team and strive for excellence
- The ability to make inclusion a reality for all students
- The ability to forge strong working relationships with all key stakeholders

If you would enjoy working with young people aged 11-18 years, we would very much like to hear from you.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (October 2023) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on Tuesday 10th December (although we reserve the right to interview candidates ahead of the closing date).





Safeguarding and Pastoral Co-ordinator

Job Description

Job Title	Safeguarding and Pastoral Co-ordinator
Salary	Pay scale - Grade 4 SCP 7 – 11 Actual salary - £21,907 p.a. - £23,350 p.a.

Job Purpose

- To work collaboratively to promote positive well-being for all pupils in school.
- To support the safeguarding and pastoral team as and when required.
- To liaise with external agencies to help to facilitate supporting pupils.
- To support pupils struggling with mental health and emotional difficulties.
- To contribute towards monitoring a safe and supportive environment for pupils.
- To ensure effective management and administration of safeguarding records, assist in communication with parents and external agencies.

Line Management:

Responsible to: Pastoral Welfare Manager/ Director of Welfare

Liaison with: Safeguarding and Pastoral Team

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication November 2024





Main Duties and Responsibilities

- To help to complete safeguarding referrals as directed by line management.
- To help keep accurate safeguarding records using CPOMS and ensuring internal tracking systems are updated.
- Ensure that all contact details for the range of professionals working with a young person are updated and maintained.
- To assist with the management and maintenance of the safeguarding filing system.
- To help manage safeguarding e-mail referrals, allocating to relevant staff and flagging urgent issues to DSL/DDSLS.
- To ensure the transfer of incoming and outgoing CP files, including information on CPOMS.
- To support and co-ordinate the visiting external agencies.
- To ensure counselling sessions run smoothly, chasing up non-attenders.
- To facilitate outside agencies in seeing individual pupils e.g. social care, early help workers, PYJS, school nurse, ensuring room bookings, timetabling, student and staff communication.
- To support pupils struggling with mental health issues by seeing them on a one to one basis, discussing with pastoral team and parents. Signposting to other agencies.
- Support the mental health strategy across the school as directed by the Director of Welfare.
- To work with Heads of Year and other staff to meet with pupils who need extra emotional support.
- Support in ensuring staff safeguarding training is completed and accurate records are kept.

General Administrative Duties

Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, including essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager.





Safeguarding and Pastoral Co-ordinator

Personal Specification

Safeguarding and Pastoral Co-ordinator		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English and Mathematics equivalent to at least Level 2 of the National Qualifications Framework	✓	
	A Level qualification		✓
	Degree		✓
	Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies		✓
	Knowledge of CPOMs		✓
	Knowledge of Microsoft Office packages	✓	
Skills and Abilities:	Ability to work as part of a team with the aim of ensuring the safety and welfare of children	✓	
	Excellent listening and communication skills	✓	
	A positive attitude towards wider school life	✓	
	Awareness of local and national agencies that provide support for children and their families		✓
	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	✓	
Experience:	Pastoral experience		✓
	Experience of managing safeguarding in a school, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Encouraging good safeguarding practice throughout a large team of people 		✓
	Demonstrable evidence of developing and implementing strategies to help children and their families		✓
	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality		✓



Personal Qualities:	Commitment to ensuring the safety and welfare of children	✓	
	Uphold and promote the ethos and values of the school; Family, Ambition, Integrity and Respect	✓	
	Act with integrity, honesty, loyalty and fairness	✓	
	Maintain confidentiality at all times	✓	
	Patience	✓	
	Resilience and determination to help our students	✓	
	Commitment to equality	✓	
	Ability to work under pressure and prioritise effectively	✓	
	A sense of responsibility	✓	
	Flexibility	✓	
	Positive Mental attitude	✓	
	Calm under pressure	✓	