



OUR LADY & ST. PHILOMENA'S CATHOLIC PRIMARY SCHOOL

The Love of Christ Shines Here



Pastoral Lead/Deputy Designated Safeguarding Lead (DDSL)

Overview

Job title: Pastoral Lead/Deputy Designated Safeguarding Lead

Salary: Grade 5 – SCP 17-24

Actual Salary: £32,015 - £36,545

Responsible to: Deputy Headteacher/Designated Safeguarding Lead

Responsible for: Leading pastoral provision across the school, supporting pupils' welfare, safeguarding, attendance and inclusion.

Contract type: Permanent, 40 hours per week - full-time equivalent

At Our Lady and St. Philomena's, we provide an exceptional learning environment where every child achieves their full potential. Our school is a safe, happy and stimulating space where children acquire high standards of knowledge, skills and understanding across the curriculum. We celebrate the unique identity and individual needs of every pupil. Through our experienced staff, we work in active partnership with you to ensure every child flourishes in all areas of their development. Our dedicated team and governors work together to lead our school with passion and expertise.

As an inclusive Catholic community, we live out enduring values that promote excellence in both intellectual and spiritual growth. We nurture our children to ensure they are caring, compassionate and empowered individuals who make a positive contribution to the wider world both now and in the future.

Job Description

A Summary of the Main Purpose of the Job

To lead and deliver high-quality pastoral care and support across the primary phase, ensuring all pupils feel safe, valued, and able to thrive socially, emotionally and academically. The postholder will act as the **Deputy Designated Safeguarding Lead (DDSL); Designated Lead for Looked After Children (LAC)** and support the contributing to a strong culture of safeguarding and inclusion. They will also play a key role in the **attendance team**, contributing to strategies that promote high attendance, tackle barriers to learning such as **Emotionally Based School Avoidance (EBSA)**, and support families through **Early Help** processes to improve outcomes for children.

- ▶ Lead the provision of high-quality pastoral support for pupils, responding effectively to welfare, emotional and behavioural needs.
- ▶ Support the Designated Safeguarding Lead in ensuring the school's safeguarding policies and procedures are fully implemented and effective.
- ▶ Act as the key point of contact for LAC and previously LAC pupils.
- ▶ Work as part of the attendance team to promote high levels of attendance and punctuality and identify pupils at risk of poor attendance and implement early intervention strategies.
- ▶ Lead on the coordination of Early Help assessments, working collaboratively with families and professionals to provide timely, appropriate support.
- ▶ Support pupils presenting with EBSA, developing and implementing personalised reintegration plans to help them re-engage with school life.

They may also be required to undertake any of the duties delegated from the Headteacher.

Pastoral Support

- ▶ Lead the provision of high-quality pastoral support across the primary phase, ensuring pupils feel safe, supported, and ready to learn.
- ▶ Provide targeted support for pupils presenting with social, emotional or behavioural difficulties.
- ▶ Develop and deliver interventions that promote resilience, emotional regulation and positive relationships.



- ▶ Maintain effective communication with parents and carers to build trust and shared responsibility for pupil wellbeing.
- ▶ Keep accurate and confidential pastoral records, ensuring timely follow-up and review.
- ▶ Support the coordination of mental health and wellbeing multi-agency intervention.

Safeguarding – Deputy Designated Safeguarding Lead (DDSL)

The Deputy Designated safeguarding lead is expected to:

- ▶ Support the DSL as DDSL in the management of safeguarding and child protection cases in accordance with Keeping Children Safe in Education (KCSiE).
- ▶ Deputise for the DSL in their absence, fulfilling the job description as set out in KCSiE.
- ▶ Receive and act on safeguarding concerns, make referrals and liaise with external agencies as required.
- ▶ Attend multi-agency meetings, child protection conferences and core groups as appropriate.
- ▶ Maintain safeguarding records (e.g. via CPOMS) to a high standard of accuracy and confidentiality.
- ▶ Support whole-school safeguarding training and promote a strong safeguarding culture.

Looked After Children (LAC) Support

- ▶ Act as the key point of contact for Looked After Children and previously Looked After Children.
- ▶ Support on the completion and review of Personal Education Plans (PEPs) in collaboration with Virtual Schools and Social Care.
- ▶ Monitor the academic progress, attendance and wellbeing of LAC pupils, ensuring effective interventions are in place.
- ▶ Advocate for the needs of LAC pupils across the school, ensuring they have equal access to opportunities.

Early Help and EBSA (Emotionally Based School Avoidance) Support

- ▶ Lead on the coordination of Early Help assessments, working collaboratively with families and professionals to provide timely, appropriate support.
- ▶ Identify pupils and families who would benefit from early intervention and coordinate multi-agency plans.
- ▶ Support pupils presenting with EBSA, developing and implementing personalised reintegration plans to help them re-engage with school life.
- ▶ Liaise with external professionals (e.g. Educational Psychologists, CAMHS, Inclusion Services) to develop joined-up support for pupils experiencing school-based anxiety or emotional barriers to attendance.
- ▶ Provide advice and training for staff to recognise and respond effectively to EBSA and early help needs.

Attendance Team Contribution

- ▶ Work as a key part of the attendance team to promote high levels of attendance and punctuality.
- ▶ Identify pupils at risk of persistent absence and implement early support plans.
- ▶ Contribute to the school's attendance strategy, using data analysis to inform practice.
- ▶ Conduct home visits and welfare checks as appropriate, in-line with school policy.
- ▶ Develop strong partnerships with parents to address barriers to attendance, particularly where these relate to emotional wellbeing or EBSA.

General/Other Responsibilities

- ▶ Any other reasonable duties necessary to ensure the smooth and effective running of our school.
- ▶ Undertake relevant and appropriate training during contracted hours.
- ▶ Participate in regular training, supervision, and professional development.
- ▶ Contribute to school life, events, and enrichment opportunities as part of the wider staff team.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the Headteacher.