

Job Description: Pastoral Lead (SEN/SEMH School)

Job Title: Pastoral Lead

Reports To: Headteacher

Location: Bluebank School

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### Job Purpose

The Pastoral Lead is responsible for leading and coordinating all aspects of pastoral care within the school, ensuring the emotional wellbeing, safety, and holistic development of all students. This role involves developing and implementing safeguarding strategies, behaviour support systems, and personalised care plans to address the needs of children and young people with SEMH challenges.

The Pastoral Lead will guide and support staff in effective approaches to inclusion, ensuring that all students have equitable access to learning and opportunities to thrive academically, socially, and emotionally.

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### Key Responsibilities

- Leadership and Safeguarding
- Lead the school's safeguarding strategies, acting as the Designated Safeguarding Officer (DSO).
- Develop, implement, and monitor safeguarding plans to ensure the welfare, safety, and emotional wellbeing of students.
- Maintain up-to-date knowledge of legislation, guidance, and best practice in safeguarding, SEMH, and inclusive education.
- Monitor incidents related to health, safety, accidents, and behavioural challenges, providing analysis and recommendations to the Senior Leadership Team (SLT).
- Liaise with external agencies, including social services, health providers, and community organisations, representing the school at interagency meetings.
- Contribute as part of a multidisciplinary team to achieve best outcomes with regard to pupil pastoral care.

### Behaviour and Pastoral Leadership

- Lead the development and implementation of behaviour support strategies, positive behaviour profiles, and individualised intervention plans.
- Analyse behavioural data across the school to identify trends, monitor effectiveness of interventions, and guide improvements.

- Provide advice and support to staff on managing challenging behaviours while promoting restorative approaches.
- Lead, mentor, and supervise pastoral staff and intervention assistants, providing professional development, performance management, and structured supervision.
- Develop and oversee pastoral schedules, rotas, and rewards systems, ensuring smooth operation of break/lunchtime supervision and other pastoral activities.
- Coordinate strategies to address attendance, truancy, bullying, discrimination, and welfare concerns, producing action plans for students where needed.
- To monitor attendance and related issues and devise and implement intervention strategies to improve these issues in accordance with our student Attendance Policy.
- Leads and oversees CPI Safety Intervention strategies for de-escalation and safe physical interventions, using restraint only as a last resort.
- Promotes a restrictive-practice reduction culture, aligning with Restraint Reduction Standards and best practice in SEMH settings.

### **Student Support**

- Provide direct support to students in crisis, managing emotional and behavioural challenges with a calm, empathetic, and consistent approach.
- Identify personal or social issues affecting student learning and coordinate appropriate interventions with staff, families, and external agencies.
- Support individual students' holistic development through mentoring, targeted interventions, and community-based projects.
- Promote positive relationships between staff, students, and families to enhance learning and wellbeing.
- Policy, Quality, and Compliance
- Contribute to the development, review, and implementation of school policies relating to safeguarding, behaviour management, and pastoral care.
- Ensure all pastoral practices align with statutory guidance, the Equality Act 2010, and the school's ethos of inclusion and dignity for all.
- Maintain accurate records of interventions, behaviour tracking, attendance, and other pastoral metrics.
- Operate internal quality assurance and monitoring processes for pastoral systems.

### **General Duties**

- Uphold the school's values, promoting a safe, respectful, and nurturing environment.
- Undertake professional development to maintain and enhance expertise in SEMH and pastoral leadership.

- Participate in SLT and pastoral meetings, providing reports, analysis, and recommendations as required.
  - Exercise vigilance regarding Health and Safety, reporting hazards and ensuring safe working practices.
  - Perform other duties as reasonably requested by the Headteacher in line with the role's responsibilities.
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### **Accountability**

- Accountable to the Headteacher for the leadership, management, and effectiveness of the school's pastoral provision.
- Responsible for providing timely updates and reports to SLT on safeguarding, behaviour, attendance, and wellbeing metrics.
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### **Person Specification**

#### **Essential:**

Proven experience leading pastoral care, safeguarding, or SEMH interventions in a school or similar setting.

Strong knowledge of safeguarding legislation, child protection procedures, and SEMH strategies.

Experience in managing and mentoring staff, including performance management and professional development.

Excellent interpersonal skills, with the ability to build relationships with students, staff, families, and external agencies.

Analytical skills to interpret behaviour and attendance data to inform strategic planning.

Training in trauma-informed practice, restorative approaches, or positive behaviour support.

#### **Desirable:**

Knowledge of legal frameworks relating to the Equality Act 2010 and anti-bullying/discrimination policies.

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### **PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in special educational needs, emotional, behavioural and social difficulties	✓	
Experience of driving and advising on best practise in relation to positive behaviour support	✓	
Training in trauma-informed practice, restorative approaches, or positive behaviour support.	✓	
Design and deliver training and learning activities		✓
Training in CPI Safety Intervention strategies for de-escalation and safe physical interventions, or similar training.		✓
Relevant management experience	✓	
Experience in Pastoral Management in a School		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good knowledge of training practices and applications	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Good knowledge of Safeguarding and other relevant policies	✓	
Good knowledge of relevant Regulatory Body regulations	✓	
Good knowledge of physical intervention training (STRIIDE)	✓	
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Teaching/training qualification		✓
Willingness to work towards further qualifications or training as required e.g. designated safeguarding officer training	✓	

Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Full driving licence and ability to travel to all Services	✓	