



PURPOSE OF THE JOB

Inspire Pastoral Support Mentor – HLTA level

You will be part of a team leading pastoral provision across the academy and with the primary aim of removing and overcoming barriers to learning for children who are vulnerable, open to services or requiring support to ensure that they fulfil their educational and wider potential. Barriers could be internal or external and include issues surrounding safeguarding, poor home engagement and support, attendance and behaviour.

The post holder will support the leadership and pastoral team by attending meetings with social care and external agencies. They will keep accurate and up to date records and support with ensuring that the correct provision is in place or signposting is available for children and their families both within and outside of school. Additionally, the role will include supporting children within the school setting.

You will have experience of running and record keeping Early Help plans, Child in Need plans and Child Protection plans. You will also have experience of attending meetings and Child Protection conferences.

Key Objectives

Work with children and families open to social services or those who are vulnerable or at risk in some way.

Ensure that the correct provision is in place for all children in school but particularly to any open to EHA, CIN or CP plans – this may involve daily check-ins, support sessions or tailored interventions to remove any barriers to learning and ensure children's welfare.

Be a point of contact for parents and external agencies.

Keep detailed and accurate records on our 'My Concern' system.

Keep the Head Teacher and DSLs on a weekly basis updated with any progress or issues in specific safeguarding/ support cases

Signpost and advise parents on how they can support at home or organisations they can access for support and advice.

Keep updated with the latest guidance around Safeguarding, Child protection, RSE and Welfare

Undertake training as required to ensure the best possible provision for parents and families

Deliver assemblies and create and provide resources

Provide targeted support sessions for parents and families

Provide targeted support sessions or training for staff

Support with the writing of and review of policies in relation to safeguarding, attendance, pastoral and welfare support

Ensure the upkeep of school-based displays and Twitter with examples of good work and practice

Support school staff with systems as appropriate