

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Care & Pastoral Officer
Salary:	Band 4b

Main Purpose of Job:

To promote a strong safeguarding culture and provide early, effective, and sustained support to children and families in line with **KCSIE 2025, Working Together to Safeguard Children (2023)**, and the **Prevent Duty**.

The postholder will:

- Strengthen relationships between home, school, and agencies.
- Lead Early Help processes to prevent escalation of need.
- Act as the school's Prevent Lead.
- Serve as a Deputy Designated Safeguarding Lead and support the DSL in ensuring robust safeguarding practice.
- Support **pupils** with SEMH needs through trauma-informed approaches.

Main Duties and Responsibilities:

1. Safeguarding (DDSL Responsibilities)

In line with KCSIE 2025, the postholder will:

- Support the DSL to ensure a whole-school approach to safeguarding, including mental health, online safety, attendance, SEND, and behaviour.
- Receive and act upon safeguarding concerns, ensuring swift action.
- Record concerns accurately and promptly using the school's safeguarding system (CPOMS).
- Provide direct, trauma-informed support to **pupils** at risk.
- Attend and contribute to:
 - Child Protection conferences
 - Child in Need meetings
 - Core Groups
 - Strategy discussions

- Liaise with Children’s Social Care and multi-agency professionals.
- Maintain secure, compliant safeguarding records.
- Support in delivering safeguarding updates and training.
- Lead safeguarding in the DSL’s absence.

2. Family Liaison

- Build strong, trusting relationships with families to improve engagement.
- Provide practical, emotional, and signposting support to parents/carers.
- Conduct home visits safely and in line with policy.
- Support parents through TAF, CIN/CP and multi-agency processes.
- Deliver workshops and sessions for parents on SEMH, behaviour strategies, attendance and wellbeing.
- Strengthen home–school communication and contribute to improved outcomes for **pupils**.

3. Early Help Lead

- Coordinate the school’s Early Help Offer in line with local thresholds and KCSIE 2025.
- Complete Early Help assessments and chair TAF meetings.
- Monitor the impact of Early Help plans and escalate concerns when needed.
- Collaborate with Early Help teams, social care, CAMHS, youth services, and SEND professionals.
- Ensure timely, clear, and accurate recording of Early Help work.

4. Prevent Lead

- Act as the school’s Prevent Lead in line with the Prevent Duty.
- Identify **pupils** who may be vulnerable to radicalisation or extremist influence.
- Make Channel referrals when appropriate.
- Work with the police and local Prevent team.
- Provide Prevent updates and training to staff.
- Maintain Prevent records and risk assessments.

5. SEMH Support & Trauma-Informed Practice

- Contribute to a nurturing, relational, trauma-informed school culture.
- Work with pastoral and therapeutic teams to support **pupils** with complex SEMH needs.
- Provide targeted interventions, mentoring, and emotional support.
- Assist with reintegration following suspensions, alternative provision, or reduced timetables.

- Contribute to personalised regulation plans and risk assessments.

6. Attendance and Welfare

- Work with the Attendance Champion to address persistent and severe absence.
- Support families through attendance panels and parenting contracts.
- Maintain an understanding of attendance as a safeguarding factor.

7. Record Keeping, Data & Compliance

- Keep accurate Early Help, Prevent, and safeguarding records.
- Provide reports to SLT and governors as required.
- Maintain confidentiality and ensure data is stored safely.
- Support policy updates and safeguarding audits.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSE qualifications in Maths and English (or be able to demonstrate an equivalent level of numeracy and literacy skills)	Training in Early Help, Prevent, Mental Health First Aid, or SEMH approaches. Level 3 Safeguarding training (or willingness to complete).	Application/Interview
Skills and Experience	Experience supporting vulnerable children and families in a UK setting.	Experience in SEMH schools, alternative provision, or social/youth work settings.	Application/Interview

Specialist Knowledge and Skills	<p>Knowledge of KCSIE (2025), Working Together 2023, Prevent Duty, and local Thresholds of Need.</p> <p>Ability to build effective relationships with families and professionals.</p> <p>Understanding of trauma-informed practice and SEMH needs of pupils.</p> <p>Strong communication, organisation, and record-keeping skills.</p>		Application/Interview
Behaviours and Values	<p>Professional conduct.</p> <p>Ability to maintain professional confidentiality.</p>		Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits for permanent employees include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives

- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing