**GRIFFIN  
Pastoral & Outreach Leader**

**Job Description**

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| **Post:** Pastoral & Outreach Leader  **Salary & grade**: Scale SO1 point 29-31 £27,945-£29,571 (pro rata)  **Line Manager/ Appraiser**: Member of the Leadership Group  **Accountable to**: Executive Head of Federation and TEFAT Board | |
|  | **Th**  The Pastoral & Outreach Leader holds a key post of responsibility within the school.  Reporting directly a member of the Leadership Group the OSM is responsible for ensuring all pastoral support outreach and extended services for Griffin run efficiently and effectively.  The OSM is expected to contribute significantly to the continuous improvement of the school’s wrap-around services, making a positive impact on student well-being and outcomes.    This will include:   * The promotion of the school aims, objectives and ethos * Assisting in the monitoring and evaluation of performance and outcomes * Establishing good working relationships with all stakeholders and external agencies |
|  | **Main Areas of Responsibility:**  To lead on the delivery of outreach services for families, breakfast club provision, after school  provision and community engagement.  To lead on Attendance across the school - working with Leadership Group - including home visits  where required; to track attendance and identify vulnerable groups of students and follow school  procedures to reduce absence  To work closely with the Leadership Group/ SENCO to support families across the school  through a range of services.  To be a Designated Safeguarding Lead  To liaise with professionals for Children in Need and students with Child Protection plans  To make referrals to services and appropriate organisations  To plan, prepare and deliver sessions, advice, support and guidance to parents/ carers to promote positive parenting skills.  To monitor and assess interventions provided by third parties to assure quality of services and value for money are achieved.  To ensure that the needs of the local community are met through providing support to engage them in services provided at the school and other local groups and organisations.  To identify and implement new programmes to support families and students in narrowing the gaps between significant groups of students at the school  To work closely with other agencies and the local community to promote collaborative working.  To plan and carry out direct work with families in the community.  To ensure that appropriate standards of care are met in line with current legislation when delivering childcare services.  To liaise and network with other providers in order to be able to signpost children, young people and families to appropriate services. |
|  | To comply with School Policies and Procedures.  To undertake duties in a way that secures positive action in respect of both equal opportunities and ensuring the provision of an inclusive school.  To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy.  To support, liaise and communicate with our partner academy and across the Trust.  To work flexibly to meet the needs of the service.  To carry out any other duties and responsibilities commensurate to the grade and post, as agreed with the line manager |
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