



Student and Family Support HLTA **Deputy Designated Safeguarding Lead**

Job Description

Fixed term until the end of July 2023 initially with a view to extend

Grade F/ G depending upon experience

30 hours per week

The roles and responsibilities of our Student and Family Support HLTA are, but are not limited to, the following:

Responsibility:

- Safeguarding every child.
- Leading safeguarding cases.
- Working with social workers.
- The support and supervision of vulnerable pupils.
- Working with and mentoring of pupils identified by the pastoral team as needing additional support to overcome barriers to learning.
- Supporting our most vulnerable pupils and being an advocate for them, developing their voice, sense of self and identity as well as striving for each child to reach their potential.
- Supporting the families of vulnerable pupils with advice, support and guidance.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or whole classes and monitoring pupils to assess, record and report on pupils' progress
- To carry out the professional duties set out in the 'HLTA Standards' DfE
- To liaise, direct and manage support staff as appropriate
- To liaise and communication with staff, parents/carers
- To be responsible to the Deputy Headteacher

Main Activities:

Supporting pupils:



- To support vulnerable learners to access the curriculum and develop their social, emotional and mental health in small groups and 1:1.
- To deliver whole class, small group and 1:1 learning. This will be on a regular timetable and could include EYFs, Key Stage 1 or Key Stage 2.
- Take a lead role in delivering pastoral support intervention to pupils.
- Manage and support pupils who are on alternative timetables/ removed from the classroom environment.
- Support pupils and teaching staff with pupil medical needs as required.
- Write, implement and support Inclusion Plans and risk assessments for pupils.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Develop and undertake restorative work with pupils who have PSPs or isolations or returning from fixed term exclusions.
- Attending Safeguarding Core Groups, including leading on cases and being about to liaise and regularly update social workers, as well as keeping our SAFs team informed and attending regular SAFs meetings.

Supporting Leadership

- Take a lead role in the provision of support for pupils with social and emotional needs as identified by the SENDco.
- Admin support: dealing with correspondence, reporting on attendance, exclusions, making phone calls, attending meetings, making referrals, running and leading meetings.
- With the support of the SENDco and class teacher, organise timetables for and standards for Internal Inclusion.

To work effectively with teaching staff, support staff, pupils and families to ensure a high level of communication, teaching and progress you will:

- To form effective relationships with the teaching staff, support staff, pupils and families of Swaffham Primary Academy.
- To have effective and high quality systems of communication in place
- To provide feedback to teaching staff and support staff regarding any progress, outcomes, behaviour and barriers to learning observed
- To work alongside teaching staff to understand the needs of all learners and the primary curriculum



Undertake other similar duties and activities that fall within the grade and scope of the post as directed by the Headteacher and Deputy Headteacher.