



Inclusion & Safeguarding Officer Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Inclusion and Safeguarding Officer

Grade: Emmaus Catholic MAC Pay Scales
Grade 6 (SCP 12-17)

Hours: 37 hours per week – Full Time
39 weeks per year – Term time only Including 5 training days

Line Manager: Assistant Principal: Inclusion and Designated Safeguarding Lead

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To work under the guidance of the Assistant Principal: Inclusion (DSL) and to carry out the duties as set out below.

Job Purpose:

Under the direction of the Assistant Principal: Inclusion and safeguarding, support the day-to-day inclusion and safeguarding systems and processes across the school, ensuring total consistency, efficiency and rigour in approach. Provide high quality mentoring to students within the school, taking ownership for the success of the interventions provided. Support the Assistant Principal and Safeguarding Leader in ensuring that all students within the school are safe and well looked after.

This position is responsible for the operational oversight and day-to-day management of safeguarding and child protection across the school. You will be the first point of contact for all safeguarding concerns and will play a pivotal role in ensuring the well-being and safety of our vulnerable students.

SPECIFIC RESPONSIBILITIES

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide pastoral support to students under the remit of the Inclusion Team.
- Participate in comprehensive assessments of students to determine needs of students.
- Assist the teacher with the development and implementation of individual education/behaviour/support/mentoring plans.
- Support provision for students with special needs.
- Establish productive working relationships with students and provide support for distressed students individually or in small groups.
- Promote the speedy/effective transfer of students across phases.
- Facilitate the reintegration of vulnerable students who have been absent.
- Provide information and advice to enable students to make choices about their own learning, behaviour, attendance and the consequences of their actions.
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
- Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

- Administration E.g. audits, correspondence, compilation/analysis/reporting on safeguarding including completion of the S175
- Liaise with feeder schools and other relevant bodies to gather and share student safeguarding information.
- Work with other staff, including specialist staff and professional agencies in planning, evaluation and adjusting provision for vulnerable learners, as directed.
- To work alongside Senior Leaders for Pastoral Care and Personal Development and Well-being and Inclusion to develop education programmes as part of the school's weekly update to children.

Key Accountabilities:

- Work as a Designated Safeguarding Lead and Child Protection Officer alongside another DSL ensuring that that all reported incidents are dealt with efficiently.
- To manage all safeguarding and child protection matters within the school, in line with statutory guidance and school policies.
- Provide mentoring to students in need of personalised support.
- Maintain an in-depth knowledge of all students in the school who have Inclusion needs, sharing information where appropriate with class teachers and other colleagues within the school and representing the school at such meetings as CIN and CPP meetings.
- Contribute to 'Individual Student Risk Assessments' and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- Develop strong relationships with alternative provisions across Worcestershire and the West Midlands.
- Support the Assistant Principal in tracking the progress and monitoring the welfare needs of all students who are based full/part time in alternative provisions.
- Rigorously investigate the whereabouts of all missing students reported by the Attendance or Behaviour team. Report missing students to the police and relevant agencies as required.
- Initiate and oversee 'Early Help Plans' as required.
- Facilitate counselling services for students in need of support.
- Develop relationships with students identified as needing support in order that academic and behaviour progress targets are met.
- Liaise with parents and staff on student inclusion and welfare matters keeping them informed regarding issues and actions.
- Ensure all student safeguarding records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
- Liaise with and organise support, as required, with external agencies and partners.
- Work with Primary Schools to support the Transition of vulnerable/high need students to the school.
- Support in the delivery of safeguarding training, as required.
- To audit and report on staff safeguarding training and use of CPOMS.
- To maintain the confidentiality of all the school's records relating to staff and students, in line with the latest GDPR requirements and the Freedom of Information Act.

General Duties:

- Provide the Assistant Principal and other key staff with regular comprehensive updates on Inclusion and safeguarding matters in respect to students on personal caseloads, seeking advice and guidance where required.
- Provides support to the Pastoral, Learning Support and Attendance team as required.
- Provide support to the Administration Team as required.

- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.
- Accountable for taking the correct action in relation to safeguarding concerns.
- Accountable for ensuring the success of mentoring/support programmes delivered as part of the role of Inclusion and Safeguarding Officer.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Inclusion and Safeguarding Officer

	Essential	Desirable	Application	Interview
Experience				
Recent experience working in a secondary school.		X		
Experience supporting students to improve behaviours.		x		
Experience managing matters of inclusion and safeguarding in a school.	x			
Experience working within Safeguarding and Inclusion.	x			
Qualifications and Training				
Training and accreditation in relevant “specialist” areas beneficial to the school. E.g. Safeguarding, welfare	x			
Degree or qualification in counselling or mentoring		x		
5+ GCSE A* - C (or equivalent) including English and Mathematics.	x			
Practical Skills				
Knowledge of safeguarding issues surrounding children.	x			
Knowledge of the SEND challenges faced by young people.	x			
Knowledge of the social, emotional and mental health needs of young people.	x			
Knowledge of EHCP and SEMH processes.	x			
Knowledge of how to deescalate behaviour incidents.	x			
Good ICT skills.	x			
Personal Qualities and Attributes				
A passion for education and making a difference.	x			
Committed to own professional development.	x			
Willingness to contribute to the wider life of the school.	x			
Excellent communicator and effective team member.	x			
To comply with the Schools commitment to the protection and safeguarding of children.	x			
Safeguarding				
To comply with the MACs commitment to the protection and safeguarding of children.	x		x	
Understanding of statutory requirements and guidance relating to safeguarding and child protection.	x		x	x

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.