

**Job Description: Inclusion Officer - Deputy Designated Safeguarding Lead**

**Name:**

**Post: Inclusion Officer - Deputy Designated Safeguarding Lead**

**Relationships:**

The post holder is responsible to the Vice Principal – Inclusion in all matters relating to this post. The post holder will work closely with all pastoral team members and support them when necessary to meet students' needs. The post holder will also be trained and act as a Deputy Designated Safeguarding Lead.

**Purpose:**

- The role of the Inclusion Officer is to support the pastoral team with the management and response to behaviour and safeguarding. Primarily this includes working with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning and well-being.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the Trust Child Protection and Safeguarding Policy.
- To act as a Deputy Designated Safeguarding Lead to ensure that the academy meets its statutory duty.

**Deputy Designated Safeguarding Lead Main Duties:**

- Have appropriate safeguarding training every two years.
- Ensure that all new and supply staff receive safeguarding induction.
- Support the implementation of school / DFE child protection policy procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the wellbeing of a student.
- Support disseminating lessons from Serious Case Reviews and recommending any necessary changes to safeguarding policy and practice.
- Support monitor and audit school practice.
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Academy.
- Support the school with promoting community cohesion and tolerance of different faiths and beliefs. This includes the protection of students and staff from any negative consequences arising from actions intended to radicalise or promote terrorism and acting as Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.
- Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and report where required.

- Work directly with students in need and their families in the community to promote, strengthen and develop the potential of the parents/carers and their children to prevent children becoming looked after and/or suffering significant harm.
- Where required, liaise with external agencies and ensure they have access to all necessary information.
- Ensure students who are victims of abuse are supported appropriately and sensitively and that all actions are successfully carried out and monitored.
- Use appropriate external agencies for advice.
- Receive, respond and report any child protection concerns.
- Speak with students regarding any child protection issues – get facts and clarification.
- Liaise with and meet with parent/carers.
- Discuss issues and plan strategies with parent/carers, students, staff and outside agencies.
- Access child protection information from other schools regarding new students.
- Support the primary/secondary transition process, identifying any students who are on the Child Protection register.

**General Duties:**

- Work face to face with young people and adults daily.
- Complying with, promoting, and acting in accordance with all Academy and Trust policies.
- Complying with data protection legislation and expectations for confidentiality.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with, in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed by the Vice Principal - Inclusion.

**Arrangements for Performance Management:**

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.

The post-holder will be provided with induction support covering the basics of the job and the context of the work.

If appropriate this may be followed by attendance at a structured formal induction course.

The post-holder will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The performance management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

**This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

**NOTES:**

**This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**



**Signature of Post Holder:** ..... **Date:** .....

**Name of Post Holder:** .....

**Signature of Principal:**  **Date:** .....

**Name of Principal: Richard Burgas**

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974  
OAK ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING  
ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004  
GUIDELINES

**High Expectations Lead to High Achievers**  
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