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| **Post:** Inclusion & Safeguarding Officer  **Inclusion and Safeguarding Officer**  **Job Description** |
| **Responsible to:** Inclusion & Safeguarding Leader |
| **Salary Scale:** S01 |
| **Job Purpose:**   * Under the direction of the Inclusion and Safeguarding Leader , support the day to day inclusion and safeguarding systems and processes across the Academy, ensuring total consistency, efficiency and rigour in approach. * Provide high quality mentoring to students within the Academy, taking ownership for the success of the interventions provided. * Support the Inclusion & Safeguarding Leader in ensuring that all students within the Academy are safe and well looked after. |
| **Key responsibilities:**   * Work as a Child Protection Officer, updating the CPOMS child protection database, ensuring that that all reported incidents are dealt with efficiently. * Provide mentoring to students in need to personalised support. * Maintain an in-depth knowledge of all students in the Academy who have Inclusion needs, sharing information where appropriate with class teachers and other colleagues within the Academy. * Contribute to ‘Individual Pupil Risk Assessments’ and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose. * Support the Inclusion and Safeguarding Leader in meeting Academy’s obligations with regards to students who have been issued with EHCPs, students that have FFI finding and those who have been granted access arrangement support. * Develop strong relationships with alternative provisions across the city, including The Stephen Longfellow Academy. * Support the Inclusion and Safeguarding Leader 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. * Execute in full the requirements of the Positive Discipline Behaviour policy within the Academy, ensuring that all policies, procedures and protocols are adhered to by all colleagues, in full. * Relentlessly seek to support the inclusion and safeguarding needs of young people at The Ruth Gorse Academy in order to meet targets set by the Principal and Local Governing Body. * Assess the needs of students and use detailed knowledge and specialist skills to support student's learning and positive behaviour development. Put in place actions which support students but do not undermine the Positive Discipline policy. * Develop relationships with students identified as needing particular 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 disciplinary issues and actions. * Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns. * Ensure all student 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 require with external agencies and partners. * Work with Primary Schools to support the Transition of vulnerable / high need students to the Academy. * Support in the delivery of safeguarding training as required. . * Work with the behaviour team in coordinating the re-integration of pupils |
| * Provide the Inclusion and Safeguarding Leader with regular comprehensive updates on inclusion / safeguarding matters in respect to students on personal caseloads, seeking advice and guidance where required. * Provide support to the Inclusion 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 ensuring that students are safe and well looked after across the Academy. * 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. |

**Inclusion & Safeguarding Officer**

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * 5+ GCSE A\* - G (or equivalent) including English and Mathematics. | * 5+ GCSE A\* - C (or equivalent) including English and Mathematics. * A degree or higher-level qualification in a relevant subject. | * Application * References |
| **Knowledge and skills** | * Knowledge of safeguarding issues surrounding children. * Knowledge of the SEND challenges faced by young people. * Knowledge of the social, emotional and mental health needs of young people. * Knowledge of EHCP & SEMH processes. * Knowledge of how to deescalate behaviour incidents * Knowledge of how to track student academic progress. * Good ICT skills | * A good understanding of Positive Discipline. * An understanding of alternative provisions available in Leeds. * Knowledge of the fair access process in Leeds. | * Application * References * Teaching exercise * Interview and practical activities |
| **Experience** | * Recent experience working in a secondary school. * Experience supporting students to improve behaviours. * Experience managing matters of inclusion and safeguarding in a secondary school. * Experience as a ‘Designated Safeguarding person’ * Experience working within the inclusion team of a large secondary school. * Experience working with primary schools to support transition. * Experience responding to complaints from parents. | * Experience supporting students to overcome personal barriers to academic success. * Experience working with a variety of external agencies to support young people. | * Application * References * Interview and practical activities |
| **Continuous Professional Development** | * Evidence of commitment to continuing professional development. * Experience providing training to others. |  | * Application |
| **Personal Qualities** | * A passion for education and making a difference. * Excellent communicator. * Effective team member. * Drive and determination. * Ambition. * Energy, enthusiasm, sense of humour. * Willingness to contribute to the wider life of the Academy. |  | * Application * References * Interview and practical activities |

*Please be aware that The Ruth Gorse Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including DBS checks. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*