

## Job Description – Inclusion and Safeguarding Officer

Post Title:	Inclusion and Safeguarding Officer
Accountable To:	Inclusion and Safeguarding Leader
Location:	Bruntcliffe Academy
Scale	SO1

### 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.

### Main Duties:

- 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 of 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.
- Initiate and oversee 'Early Help Plans' as required.
- Facilitate counselling services for students in need of support and or refer students to Place 2 Be as appropriate.
- 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 Bruntcliffe 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 including interaction logs for students on the Tier system.
- 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.

#### **Accountability Key Performance Indicators:**

- 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 and documenting this accurately.
- Accountable for ensuring the success of mentoring / support programmes delivered as part of the role of Inclusion and Safeguarding Officer.

#### **Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we can expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*