



Student Safeguarding and Welfare Manager

Application Pack













Holly Lodge School
Smethwick, West Midlands





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School Safeguarding and Welfare Manager

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Welcome



Dear prospective candidate,

Thank you for considering an application to join the team at Holly Lodge.

At Holly Lodge, we believe that all students are entitled to an ambitious and diverse education, regardless of their background or starting point. We believe that it is our job to teach all of our students the best of what has been thought, said and created, through a powerful knowledge curriculum. In addition, we believe in the explicit teaching, practice and development of kindness, community and the soft skills which will stand our students in good stead for happy, successful and positive lives.

Our vision doesn't end with what we want for our students. We also believe that schools should be rewarding, inspiring places for staff to work, and that it is our responsibility to keep workload down and to intentionally build a positive and supportive culture. We do want our staff to work hard but we want them to have plenty of time and energy for the other things in life. We believe that supportive relationships between colleagues are fundamental to successful organisations.

Colleagues joining our team can expect the following:

- Comprehensive induction, a senior staff link and a buddy
- High expectations for student behaviour
- A senior team who believe their job is to create the conditions where teachers can teach and students can learn
- A focus on feedback and not marking

- No performative documents or requirements to "evidence" your work
- No graded lesson observations
- Research informed and subject-specific CPD
- Multiple career progression pathways
- An open-door and pro-active feedback policy – questions and suggestions are welcome all day, everyday

We are unashamedly ambitious in our aspirations, and our team of staff is key to our success. If you share our vision for the entitlement of all young people to an ambitious and diverse education, if you want to work in a school that focuses on what works and on genuine staff wellbeing, if you are prepared to work hard on the things that make a difference, and play your part in a strong, open and supportive culture, then please apply today. I strongly encourage you to contact the school and look forward to either arranging a telephone call, virtual or meeting in person through a visit to the school.

I look forward to meeting you.

Imran Iqbal
Headteacher





Vision and Values

Success for All

Ambition

Opportunity

Community

At Holly Lodge we believe in ambition: for students' achievements, conduct and future pathways. We believe in opportunity, in noticing what we are lucky to have and in seizing the chances we have in life. And we believe in community: in serving each other through respect, kindness and responsibility.

Ambition

At Holly Lodge we believe that a truly excellent education should be the entitlement of every single young person. This means we pursue an ambitious, knowledge-rich curriculum, made accessible and memorable for all. We believe that our curriculum and teaching should equip students to pursue high-flying further study and careers on their chosen paths, and to join *"the great conversations of humankind."*

As Aristotle said, *"Excellence is a habit."* Thus **hard work** from students and staff alike sits at the heart of our ambition. Our job is to help students develop good habits of hard work, and to effectively support them in their learning. We are immensely proud of our SEND and EAL provision, and are committed to inclusion in education. We are ambitious not only for our students' academic success but also for their personal development, soft skills and wider cultural capital. To this end we model and expect **excellent conduct** from all our students: *"We are becoming the best versions of ourselves."*

Ambitions such as these do not come easily. When we are pushing ourselves we should expect to feel challenged; we should embrace the obstacles we face as opportunities to grow and learn. **Resilience** is therefore the final component of our Holly Lodge Ambition. *"If it was easy, it wouldn't be worth doing."*



Opportunity

An education at Holly Lodge represents many, many fantastic opportunities, from the learning itself, to extra-curricular clubs, to trips, to life-long friendships made. We see opportunity as a value in itself: it is a way to see the world, to notice, seize, and make the most of the opportunities we are so fortunate to have.

Crucial to our opportunity outlook is **appreciation**. It is vital that we take time each day to notice all the wonderful things we are lucky to have – *"even in the darkness there is light."*

At Holly Lodge, we make the most of our opportunities by valuing **efficiency**. We spend our time on the things that make a difference, and we don't waste time on things that don't work. *Every second counts*: whether it is for learning, rest or leisure.

Openness is key to opportunity: openness in our minds and outlooks, a willingness to try new things and consider other viewpoints, and to receive and act on feedback that helps us to get better every day. As Ghandi said: *"Openness strengthens truth."*

Community

Communities are valuable because together we are stronger. At Holly Lodge we value our school community and the wider community we serve as a school. Community is based on **respect**: tolerance, trust and consideration. It is also based on **kindness**: we do things to help others because it is the right thing to do. Finally, we take **responsibility**: we are independent thinkers and we have the power to make the world a better place – it is up to us to do so, in our actions every day.



School Information

Smethwick Deprivation

Better than 13% of England.

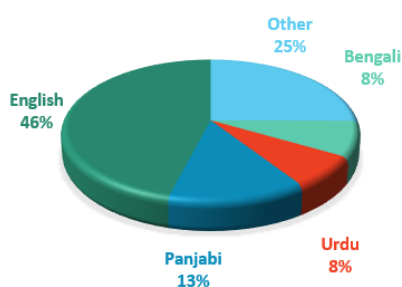
Worse than 87% of England.

European languages: 16

Asian languages: 25

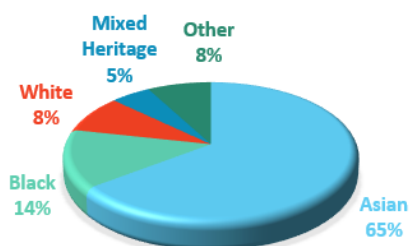
African languages: 15

Total number of first
languages: >60



First languages spoken

Heritage and Ethnicity



Bangladeshi 18%

Chinese 1%

Indian 27%

Pakistani 26%

Other Asian 10%

Black African 12%

Black Caribbean 3%

Other Black 3%

All Black and Asian

Number on roll: 1389

(Yr 7 to 11)

42%

Pupil Premium

SEND



Non SEND: 86%

SEN Support: 12%

EHCP: 2%





Job Description

Position: Student Safeguarding and Welfare Manager
Scale: NJC Band F, Point 26—31 (£32, 909—£37, 261 Pro-rata)
Start date: As soon as possible
Responsible to: Deputy Headteacher

Job Summary

- Be Deputy Designated Safeguarding Lead in the school.
- Manage and coordinate safeguarding cases across the school.
- Manage and oversee the educational and care provision for Looked After Children.
- Provide guidance for all safeguarding and welfare related issues for all stakeholders.
- Evaluate safeguarding provision and practice to ensure compliance with statutory requirements.
- Develop knowledge and understanding across all teams/stakeholders to ensure strong CPD and development around safeguarding.

Student Safeguarding and Welfare Duties

- Be Safeguarding Level 3 trained and deputise for the Senior Designated Safeguarding Lead as necessary.
- Identify the welfare and safeguarding needs of vulnerable students and their families, including those with health related issues.
- Liaise with relevant staff and agencies in and out of school to identify most appropriate course of action.
- Manage and monitor referrals and documentation to Sandwell Early Help and other suitable support agencies.
- Coordinate and lead all school based Child Protection, Safeguarding and LAC conferences and meetings.
- Attend and contribute to meetings and conferences for Child Protection, Safeguarding and LAC, outside of school.
- Carry out SEMH assessments for outside agencies.
- Manage the Safeguarding record keeping across the school.
- Act as an early point of reference for parents, students and staff with regard to student wellbeing and safeguarding.





Job Description

- Induct new members of staff on the direction of the DSL with regard to the school's safeguarding policies and procedures.
- Lead and manage the effective use of the main safeguarding reporting and recording software, including leading staff training and DSL use for case management.
- Lead and manage team of middle leaders/pastoral staff in the effective management and action steps relating to all safeguarding
- Regular reporting and evaluation of safeguarding data for daily, weekly, monthly and termly for stakeholders at all levels, including: SLT, Headteacher, Governors etc.

Additional duties and responsibilities

- Support the Attendance Manager with monitoring of attendance and punctuality of vulnerable students.
- Monitor and develop strategies in relation to improving attendance and punctuality and work alongside the Attendance Manager to implement them.
- Counsel, support and mentor students where required.
- Contribute to the preparation of paperwork for Governors meetings and other reports and meetings related to student matters.
- Contribute to paperwork and reports required for other student matters, including exclusions, referrals and AEN matters.
- Support the School Nurse with First Aid and monitoring vulnerable students who have health related issues.
- Be First Aid trained.
- Attend and support Staff meetings and Year meetings.
- Participate and engage in school and personal CPD activities.
- Assist and support in the management and care of the students.
- Use and development of ICT as required.





Job Description

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or specific requirements or continued employment for any employee who develops a disabling condition or specific requirement.





Person Specification

Essential (E)

Desirable (D)

Qualifications	Safeguarding Level 3	E
Experience	<p>Evidence of work with children and families for a period of 2 years</p> <p>Multi Agency Working including understanding of the CAF</p> <p>Experience of parental engagement strategies and approaches</p> <p>Understanding of safeguarding procedures</p> <p>Understanding of legal processes relating to non school attendance</p>	E
Training	Must be prepared to attend training as required to achieve the objectives of the post	E
Special Knowledge	<p>Understanding of relevant legal frameworks including Education Act 1996 Education and Inspections Act 2006, Education (Pupil Registration) Regulations 2006, Police and Criminal Evidence Act 1984</p> <p>Understanding of requirements of legal codes of practice (e.g. processing and corroborating evidence, interviews under caution and use of contemporaneous records)</p> <p>Working knowledge of the school's data recording system.</p>	E
Circumstances	<p>Ability to work when the school is open (Term Time Working).</p> <p>Willingness to work flexibly to meet the requirements of the post.</p> <p>Ability to travel to different locations on a daily basis.</p>	E E
Disposition	<p>High level of interpersonal skills including the ability to manage potential conflict situations</p> <p>Able to advise, support and challenge professionals and families</p> <p>Self-confident and able to work alone for long periods</p> <p>Persuasive, determined and willing to initiate legal action when necessary</p> <p>High level of communication skills including attention to accuracy in written reports etc.</p> <p>Able to work in a team and to accept management support/direction</p>	E
Practical and Intellectual Skills	<p>Able to balance the child's best interests/rights against those of parents</p> <p>Able to assimilate complex information and apply solutions to case management</p> <p>Investigative skills including interpreting and evaluating evidence</p> <p>Able to manage own time efficiently and effectively</p> <p>Able to meet deadlines under pressure and with accuracy</p> <p>Be accountable and make decisions in consultation with the line manager in relation to complex issues</p> <p>Able to use ICT to record information.</p>	E
Legal requirements	Enhanced DBS Clearance. Online search..	E



How to Apply

We believe that staff are fundamental to student success and happiness. We strongly encourage prospective applicants to visit the school prior to applying, to have a tour with Headteacher Mr Iqbal, to meet some of our lovely students, and to see for yourself our values in action. If you would like to arrange a visit, please contact: HLS_hr@holly-lodge.org.

If you would prefer to arrange a telephone conversation to discuss the role, or if you have any questions regarding the role or your application, please contact HLS_hr@holly-lodge.org.

Holly Lodge is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from our vision and values.

We very much look forward to meeting you.

Completed applications should be sent to: HLS_hr@holly-lodge.org

Deadline for applications: Monday 22nd January 2024 at 09.00am.

Holly Lodge School
Holly Lane
Smethwick
West Midlands
B67 7JG

Telephone: 0121 558 0691

Email: info@holly-lodge.org

Main reception time:
7.45am until 4.00pm
(Monday to Friday)

