

Child Protection Lead

Grade 8



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**Manchester Hospital School**

Head teacher: Mrs. Janet Doherty

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**Child Protection Lead Grade 8 Vacancy:**

Dear Applicant,

Thank you for your interest in the vacancy for Child Protection Lead at Manchester Hospital School.

With a population of almost two million, Manchester is the third largest city in the country, after London and Birmingham. Our specialist children’s hospital, Royal Manchester Children’s Hospital, (RMCH) is the largest single site children’s hospital in the country.

Our school provides education for children at RMCH, at a number of other provisions across the city and for children and young people too ill to attend their own school. We run the Leo Kelly Centre as part of our hospital school for children and young people with specific health needs which cannot be met in any other settings.

We have fifty staff, mostly teachers, and on our last census day in January 2019 we had 187 pupils on our roll ranging from ages 3-18.

We are a key member of the national association for Hospital Education, NAHE, and I am one of its Directors. We work closely with our local partnerships in the Manchester Collaborative and I am a Director and board member of the Manchester Schools Alliance. Regionally, we work with Greater Manchester special schools including hospital schools in the North.

As a Hospital School, we are classed as a community special school because all of our young people have ill health; physical or mental or both. The ability profile of learners is wide, with the vast majority broadly in line with learners in mainstream settings. However, we do also have some PMLD learners and those with special needs, which means their “home” school is within the specialist sector.

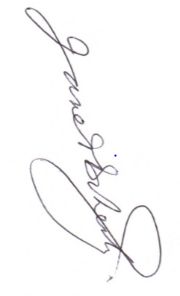
The school is seeking to appoint a Child Protection Lead and we are looking for someone who is able

* To be an advocate for students, supporting, protecting and promoting their welfare, championing the needs and rights of those who are vulnerable or with complex needs, ensuring that their voices are heard and responded to.
* To facilitate collaborative single or multi-agency working to ensure pupils have secure educational settings, are school-ready and are stable or, where possible, moving towards universal provision.
* To work collaboratively with parents/carers and agencies to ensure that there are smooth transition processes for all pupils and appropriate progress and achievement by vulnerable pupils.

We can offer you:

* An improving school with a reputation for delivering high quality education in a hospital setting.
* A culture where all students feel valued, listened to and cared for.
* A talented, sensitive and flexible group of staff.
* A committed Governing body with interested and involved parents.

I look forward to receiving your application if you feel we would be the right school for you.



Kind Regards



Janet Doherty

Headteacher

**The Application Process**

Applications should be made to the Headteacher by formal letter of application (maximum three sides of A4) accompanied by a fully completed application form with details of qualifications etc. In your letter, as well as addressing the person specification, it would be helpful if you could outline:

Referees: Please ensure you provide two - One must be your current employer. Please provide email contact details.

**Closing date for application: 10am 18th November 2019**

Notes:

* Postal applications to Liz Dunstan, Manchester Hospital School, 3rd Floor School, RMCH, Oxford Road, Manchester, M13 9WL
* It will not be possible to debrief applicants not invited for interview.
* Verbal feedback will be offered to all candidates who are interviewed.
* Application forms should be emailed with covering letter (Curriculum Vitae optional) to Mrs Janet Doherty, Headteacher [recruitment@hospitalschool.manchester.sch.uk](mailto:recruitment@hospitalschool.manchester.sch.uk) no later than 10 am on 18th November 2019

Manchester Hospital School is an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

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**Job Description/Person Specification**

**Child Protection Lead Grade 8**

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| **Post Title:** | **Child Protection Lead** |
| **Salary:** | **Grade 8** |
| **Location of Work** | **Leo Kelly Centre** |
| **Directly responsible to:** | **Headteacher** |
| **Directly responsible for:** |  |
| **Hours of Duty:** | **Term time only** |

The post holder will report to the SENDCo. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

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| **Primary purpose of the job:** | * To be an advocate for students, supporting, protecting and promoting their welfare, championing the needs and rights of those who are vulnerable or with complex needs, ensuring that their voices are heard and responded to.      * To facilitate collaborative single or multi-agency working to ensure pupils have secure educational settings, are school-ready and are stable or, where possible, moving towards universal provision.      * To work collaboratively with parents/carers and agencies to ensure that there are smooth transition processes for all pupils and appropriate progress and achievement by vulnerable pupils. |
| **FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST** | |
|  | |
| **Main Duties and responsibilities/accountabilities**   1. To be fully conversant with statutory requirements and Safeguarding procedures relevant to the needs of students, and to provide advice about these to a range of stakeholders.      1. To monitor the Child Protection systems in place to support students and report these on to the senior designated person for Child Protection.      1. To facilitate the provision of and access to support for pupils from the most appropriate specialist multi-agency resources in the City Council using appropriate tools and processes, including Early Help Framework.      1. To ensure educational placements for vulnerable students in school are sustainable and provide/facilitate support where appropriate.      1. To identify where additional support/services may be required and put processes in place to broker their involvement, including developing strong links with District Safeguarding Teams.      1. To monitor the progress of students on the school’s Child Protection Register, acting where appropriate to ensure effective interagency support for that individual.      1. To challenge and support school, governors, parents/carers and agencies to improve outcomes for students. 2. To liaise closely with schools and settings, and parents/carers to develop and provide appropriate packages of support for students on the school’s Child Protection Register.      1. To contribute to the development of appropriate school processes, including the Early Help Framework.      1. To contribute to capacity building through training programmes for school, parent/carers and all staff involved in Child Protection (teaching and support staff).      1. To have due regard to school policies, business and other plans, strategies and objectives      1. To undertake home visits as required.      1. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users. 2. To manage the Child Protection Team and facilitate regular meetings to ensure quality assurance. 3. To manage the counselling service in school. 4. To identify specific Safeguarding issues in school and contribute to the delivery of relevant sessions for targeted students. 5. To facilitate the provision of and access to support for pupils on the school’s Child Protection Register from all relevant statutory and non-statutory multi-agency resources. 6. To take a lead and be responsible for the Early Help assessment process. This includes meeting with parents, processing and submitting the paperwork. 7. To attend external meetings and case conferences and make home visits to students. 8. To complete Personal Education Plans with looked after children and submit to the Virtual Head. 9. To work alongside Senior Colleagues and take the lead for whole staff Safeguarding training.     **Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered** | |

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| **Review Arrangements**:  The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, MHS will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.  Areas of responsibility will be agreed on an annual basis through Performance Management/Appraisal |

**Date job description prepared/revised: July 2019**

**Person Specification**

**Lead Child Protection Officer and School Caseworker, Grade 8**

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**For this job we are looking for:**

1. Substantial experience of working with parent/carers, children and young people and/or schools and settings.

1. Experience, knowledge and understanding of appropriate current relevant legislation, policy and guidance documents.

1. Experience of developing, delivering and evaluating training.

1. Excellent oral and written communication skills and the ability to interpret and articulate complex information to people at all levels.

1. Demonstrable problem solving, decision making, influencing and analytical skills.

1. Experience of working openly and collaboratively with multi agency colleagues and professionals and understanding of the issues around confidentiality.

1. Excellent presentation and facilitation skills for meetings with individuals and groups.

1. Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings.

1. Advanced IT skills, including word processing and database use.

1. Ability to plan, prioritise and organise own work efficiently and effectively in order to meet deadlines.

1. Ability to manage a range of tasks and multiple priorities with confidence.

1. Ability to travel to various sites. Full driving licence, use of car with business insurance.
2. Willingness to undergo minor first aid training.
3. It is essential that you hold a Designated Safeguarding Officer Training (Level 3 Safeguarding) qualification

**Personal Style and Behaviour**

1. Tact and diplomacy in all interpersonal relationships with the public and colleagues.

1. Ability to establish and maintain positive relationships that generate confidence and respect.

1. Self-motivation and personal drive to complete tasks to required timescales and quality standards, with an appropriate awareness of confidentiality.

1. Ongoing commitment to inclusive education practices and equality of opportunity.

1. The flexibility to adapt to changing workload demands and new organisational challenges.

1. Drive, tenacity, and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.

1. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of students.

1. Personal commitment to continuous self and service development.

1. Team player with a positive attitude and the ability to inspire and motivate.

1. A positive commitment to the implementation of Equal Opportunities through all aspects of work.

1. Willingness to comply with all school policies.

1. Willingness to consent to and apply for an enhanced disclosure check.

