



**Job Title:** Manager of Inclusion, Safeguarding and Attendance

**Reporting To:** Vice-Principal and Executive Principal

**Job Purpose**

**Provide strategic leadership and co-ordination of Inclusion, Safeguarding and Attendance across the Avonbourne Academies and Avonwood Primary. In addition, the postholder will provide strategic and operational support across the United Learning Bournemouth and Poole cluster of academies, as the cluster develops.**

**The Manager of Inclusion, Safeguarding and Attendance will be a key member of the Avonbourne/Avonwood and cluster support staff team and will be responsible for organising and managing highly efficient, effective and flexible teams of staff to provide inclusion, safeguarding and attendance support functions within the Academies.**

The post-holder will line manage a team of support staff at Avonbourne Academies and Avonwood Primary (ESW, Attendance Officers, Inclusion Manager and Safeguarding team) and also work closely with the Executive Principal of the Bournemouth and Poole United Learning Cluster.

The post-holder will have significant autonomy in order to be able to strategically develop a newly forming Inclusion, Safeguarding and Attendance team both at the Avonbourne Academies and across the cluster.

The post-holder will provide strategic advice and support across all of the academies in the United Learning Bournemouth and Poole cluster. They will help contribute to the development of a cluster wide approach to Inclusion, Attendance and Safeguarding, as the newly formed cluster develops.

The postholder will need to have very good leadership, organisational, communication and administrative skills, and be prepared to initiate and manage change. They will need to have an eye for detail and a creative approach to problem solving. They will require energy and enthusiasm and will need to be flexible, hardworking and be able to work effectively as a team member to achieve targets and meet deadlines.

Self-evaluation and the ability to develop and maintain a performance management culture is vital to this role together with the ability to actively participate in initiatives that support the drive for excellence.

The post-holder will support the Academies in the implementation of their aims and objectives as specified in the Improvement Plans and Policy Statements.

**Key Tasks**

* Provide strategic leadership and co-ordination of Inclusion, Safeguarding and Attendance across the Avonbourne Academies and Avonwood Primary.
* Provide strategic and operational support across the United Learning Bournemouth and Poole cluster of academies, as the cluster develops.
* The Manager of Inclusion, Safeguarding and Attendance will be a key member of the Avonbourne/Avonwood and cluster support staff team and will be responsible for organising and managing highly efficient, effective and flexible teams of staff to provide Inclusion, Safeguarding and Attendance support functions within the Academies.
* The post-holder will line manage a team of support staff at Avonbourne Academies and Avonwood Primary (ESW, Attendance Officers, Inclusion Manager and Safeguarding team) and also work closely with the Executive Principal of the Bournemouth and Poole United Learning Cluster.
* Strategically develop a newly forming Inclusion, Safeguarding and Attendance team both at the Avonbourne Academies and across the cluster.
* Develop and implement clear and effective processes for Inclusion, Safeguarding and Attendance.
* Provide consultation, advice and guidance for complex safeguarding issues.
* Monitor effectiveness of attendance strategies, through analysis of reports in liaison with the ESW and SLT.
* Manage the case load of more complex and demanding attendance/punctuality/safeguarding concerns and welfare issues that have been referred. Carry out initial assessments of the young person and family in order to plan appropriate intervention. Ensure records for these cases are kept up to date.
* Use legal intervention when required and prepare relevant documents for court and prosecution by Local Authority.
* Attendance at multi-agency planning meetings, as appropriate.
* Attend Child Protection conferences and Child In Need Meetings ,as appropriate
* Initiate referrals to agencies as appropriate i.e., Social Services College Medical Officer, Child and Adolescent Mental Health Service, College Nurse, Relate, Re-Integration Worker for Teenage Pregnancy and many others.
* Develop provision of support for parents, for example, those who are struggling with their skills to parent their children
* Undertake any other duties as specified by the Executive Principal, Principal, Vice Principal or Assistant Principal.

**Leadership and Management**

* To lead and manage the members of staff within the Inclusion, Safeguarding and Attendance team, including induction, performance management and professional development, including holding training sessions and empowering them to complete set tasks on time and to an agreed standard.
* To hold regular team meetings to ensure good communication and address any areas of inefficiency or concern.
* To set high expectations of conduct, whilst acting as a good role model for others in the team. Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
* To ensure that members of the team are able to cover a broad range of roles and responsibilities and that areas of knowledge/expertise etc. are shared across the team.
* Oversee the effective deployment of all staff within areas of responsibility.
* Take minutes/notes in meetings as required, including meetings outside of normal working hours.

**To maintain good levels of communication and liaison:**

* Between colleagues.
* Between home and the Academies
* Between Academies and outside agencies.
* Between Academies and the pupils’ previous school/s
* Ensure that appropriate meetings are initiated with parents, colleagues, SENCo, SLT and external agencies, in cases of special need and ensure associated forms e.g. CAF are completed as required.
* Prepare reports for, and attend, case conferences when required.
* Keep the line manager informed of relevant issues.
* Maintain accurate records for pupils and ensure that all relevant information is forwarded to relevant colleagues.
* Complete reports, transfer documents and references for pupils as appropriate.

**Management of Resources**

* Preparation of a budget request, and prudent monitoring of expenditure.

**Other Responsibilities**

* To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.
* To comply with all decisions, policies and standing orders of the Academies; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
* To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
* To contribute to the overall ethos/work/aims of the Academies and the Trust.
* To appreciate and support the role of other professionals.
* To attend and participate in relevant meetings, as required, including outside of normal working hours for Academy events, meetings and emergencies.
* To participate in training and other learning activities and performance development, as required.
* To recognise own strengths and areas of expertise and use these to advise and support others.
* To respond to requests in a timely manner and in line with set deadlines.