

Job Description: Safeguarding and Inclusion Officer, Chilmington Green School

1. ROLE TITLE

Job Title:	Safeguarding and Inclusion Officer
Reporting Line:	Vice Principal
Hours:	37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.30pm with an hour's unpaid lunch break

2. PURPOSE OF ROLE

To provide support to vulnerable and challenging students, and their families, in mainstream school life. This will include being assigned to individual students for emotional support, checking in on students through the school day, providing a drop in facility for those students, meeting their parents at school or on home visits with other staff. The role will be visible around site, being a site presence during lesson change and break and lunch so that vulnerable students can approach you as needed. To be a Deputy Designated Safeguarding Lead and act as the main first point of contact for Safeguarding concerns. To respond to student safeguarding alerts, completing referrals and liaising with external agencies when necessary.

When not required for meetings and student support, a range of other roles will be included including break/bus duty, lunchtime and afterschool clubs and fixtures. Mentoring and coaching students is part of the role, as is meeting their parents and external agencies, usually with SEN, Attendance or Pastoral staff. To be first responder when students are missing or distressed and their normal pastoral team members such as tutor and head of year are not available. To support reception with distressed parents.

3. RESPONSIBILITIES

Key duties:

- Supporting students and families as assigned by the Vice Principal, in co-operation with the SENCO and Attendance Officer.
- To be Deputy Safeguarding Officer, responding appropriately to disclosures or concerns which relate to the well-being of a child and provide alerts to the Safeguarding Lead and Principal when these happen.
- Collate and produce statistical and other information for Governors and other stakeholders with regards to safeguarding and child protection.

- Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate
- Attend and participate in Child Protection Conferences, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required
- To be Deputy Safeguarding Officer for the school, updating key stakeholders as required.
- Planning and delivering interventions for students and providing a short-term drop-in facility for those with emotional needs, alongside SLT.
- Helping manage the behaviour of pupils, including classroom-based support, whilst students are moving around the school site and in social times helping ensure a positive learning environment;
- Dealing with any immediate problems or emergencies in accordance with school policy and procedures;
- Reporting back as appropriate, using the school's standard procedures on the behaviour and needs of pupils, and any issues arising;
- Act as a role model, setting high expectations of conduct and behaviour;
- Report and respond to pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management;
- Attend meetings and training sessions as required;
- Act as the main first point of contact for safeguarding concerns.
- Support the break, lunch and bus duty teams.
- Lead on responding to alerts for missing or emotional students when their Pastoral and Inclusion Officer and Head of Year are not available.
- Oversee and implement a range of interventions to promote student inclusion, as directed by SLT.
- Liaise and coordinate with local education providers (e.g, Managed Moves, T3, other providers) to ensure appropriate support for students, under the guidance of SLT.
- Oversee directions off site and sixth day provision, both to and from Chilmington Green School, liaising with other local providers and maintaining accurate records as necessary.
- Assist with the integration and support of new student admissions, ensuring a smooth transition into the school environment.
- Provide support for pastoral duties when cover is required, maintaining continuity of care and support for students.
- Ensure that the withdrawal room is organised and well managed and, as required, provide supervision for students in withdrawal, ensuring it is a supportive and structured environment.
- Act as a point of contact for external agencies involved in student welfare and support, facilitating effective communication and collaboration.
- Act as Pastoral and Inclusion Officer for part of a specified year group, providing consistent support and building strong relationships with students and staff.
- Be prepared to return to full year group responsibilities if required by the needs of the school.
- Work alongside the SEN department on Individual Health Care Plans (IHCPs), including supporting on meetings relating to IHCPs and completing the relevant paperwork.

- Undertake any other reasonable tasks as directed by SLT to support the school's pastoral, safeguarding and inclusion objectives.

5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

- Ability to work with a team
- Calm, confident behaviours around children and young adults
- Flexible and adaptable with the ability to use initiative.
- Excellent behaviour management and an inclusive ethos, willing to learn school behaviour systems and apply them consistently, and ask for support when needed.
- An ability to communicate clearly using standard English, GCSE 'C' grade or equivalent in English and Maths.
- Good IT skills and working knowledge of MS Office software.