Post title:	Deputy Safeguarding Lead
Salary and grade:	NJC 15-19, 37 hours, Term Time + 18 days, 48.6 weeks. £28,987 - £30,955
FTE:	FTE - £31,015 - £33,121
Line manager/s:	Senior Leadership Team

Main purpose of the job:

To lead on a range of interventions that support social and emotional and mental health needs of students. Under an agreed system of supervision, take a lead role in school to ensure the safeguarding of students.

Key duties and responsibilities

Safeguarding Students

- To work with the Headteacher in ensuring effective procedures for safeguarding students are applied in school and carry out the role of a Deputy Safeguarding Lead.
- To support the Safeguarding lead to devise and manage school procedures and practice including monitoring and evaluation of implementation.
- Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures and induction is completed for new staff.
- Lead on relevant meetings with parents/carers and other professionals.
- Attend core group meetings on behalf of the school and undertake case management under the supervision of the Safeguarding lead.
- Keep accurate records of all actions and meetings, updating CPOMS as expected.
- Monitor and report on the progress of students who have been identified as CIN. Child in Need according to Safeguarding procedures.
- Produce relevant data reports that will promote early identification and intervention and can also be used to report to Governors.
- Make referrals to appropriate agencies, completing paperwork as required.
- Develop and maintain relationships with external colleagues in MAST and Social Care.
- Ensure key staff are informed of any information identified on CPOMS to support the student.
- Respond to the needs of students as required, providing intervention and support as require

Parents and Community

- Contribute and be actively involved in the school's 'Parent Engagement' strategy by attending meetings, building relationships with parents and carers and actively encouraging positive engagement with school.
- Respond to the needs of parents/carers, establishing positive and trusting relationships and conducting home visits as appropriate.
- Ensure appropriate arrangements are in place to support parents and students in the smooth transition from primary to secondary school.
- Develop and maintain relationships with external colleagues in MAST and Social Care in relation to parental support.
- Contribute to the coordination of workshops led by MAST that support the needs of parents/ carers and the wider Bents Green community.

Teaching & Learning

- Working in conjunction with the Safeguarding Lead to, develop, deliver and evaluate interventions that respond to the social, emotional and mental health needs of students at Stubbin Wood School.
- Identify students from the whole school data requiring interventions programmes in conjunction with the Safeguarding and Inclusion lead for use in and out of the classroom.
- Provide support, advice and guidance to teaching staff and teaching assistants regarding strategies that will support the emotional, social and mental health needs of students.
- Provide support inside and outside of the classroom that accelerates the progress of all learners. Aware of difference and ensure all students have equal access to opportunities to learn and develop.
- Promote online safety as part of the wider curriculum and via small group work and 1:1 intervention.
- Contribute to the development and production of resources that can be used within PSHE that raises awareness of safeguarding and inclusion matters.
- Provide necessary training and support to staff as required.
- Provide cover for teaching and support staff as required
- Lead on relevant assemblies with the Safeguarding and Inclusion team.

Support for the School

- Contribute to the overall aims and values of the school.
- As a member of the Safeguarding Team to support the necessary safeguarding arrangements as students arrive and leave site.
- Work with Senior Leaders to write policies and procedures relating to Safeguarding, Inclusion, Behaviour and Attendance.
- Obtain and prepare materials to develop displays and visual aids that raises the awareness of and promote the understanding of Safeguarding and Inclusion matters.
- Develop constructive relationships and communicate with teachers, teaching assistants, external agencies and other professionals, to support achievement and progress of students.
- Attend and be an active participant in Safeguarding and Inclusion meetings.
- Coordinate and participate in safeguarding training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support colleagues.

Other Duties

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications and training	Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	•	
	Evidence of training and or qualifications which reflect appropriate communication/education skills e.g. HLTA, NVQ level 3 or equivalent	•	
Experience	Experience of working with young people in an educational setting	•	
	Ability to communicate calmly and effectively especially to young people, their families and other professionals.	•	
	Experience of working with young people with special educational needs and social, emotional and mental health needs.	•	
	Ability to plan, deliver and evaluate effective interventions which promote positive relationships and improve student outcomes.	•	
	Understanding of Keeping Children Safe in Education, SEN Code of Practice, Mental Health in young people and supporting young people with conduct disorders	•	
Knowledge & Understanding	Knowledge and understanding of Safeguarding, Child Protection and special educational needs which may impact on the outcomes of individuals.		•
	Understanding of how to deal with complex family circumstances and how to diffuse potentially conformational situations.		•
Skills & Abilities	To be an excellent team player who is committed to being part of a highly performing team.		•
	Outstanding behaviour management skills		•
	Excellent communication and interpersonal skills with adults and young people.		•
	Flexibility to respond to rapidly changing situations		•
	Ability to work effectively with governors and outside agencies.		•
	Ability to exercise good judgement and effective decisions.		•

		Essential	Desirable
	Well-developed ICT skills.	•	
Personal Qualities	Enthusiasm and passion for the achievement and wellbeing of all pupils and the ability to communicate this to staff and pupils	•	
	A reflective practitioner always seeking to improve performance.	•	
	Sensitivity, patience, and tact when dealing with conformation and conflict.	•	
	Excellent organisational skills and high levels of self-motivation.	•	
	Energy, self-confidence, resilience and the ability to 'give more' when occasion demands it	•	
	Abilit to work under pressure and to meet deadlines	•	
	The ability to maintain a sense of perspective in all working conditions.	•	