JOB DESCRIPTION

Job Title: Inclusion and Safeguarding Officer
Grade: SO1 SCP 23-25
Reporting to: Inclusion and Safeguarding Leader

Job Purpose:
Under the direction of the Inclusion and Safeguarding Leader, support the day-to-day inclusion and safeguarding systems and processes across the Academy, ensuring total consistency, efficiency and rigour in approach. Provide high-quality mentoring to students within the Academy, taking ownership for the success of the interventions provided. Support the Inclusion & Safeguarding Leader in ensuring that all students within the Academy are safe and well looked after.

Main Duties:
- Work as a Child Protection Officer, updating the CPOMS child protection database, ensuring that all reported incidents are dealt with efficiently.
- Provide mentoring to students in need of personalised support.
- Maintain an in-depth knowledge of all students in the Academy who have Inclusion needs, sharing information where appropriate with class teachers and other colleagues within the Academy.
- Contribute to 'Individual Pupil Risk Assessments' and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- Support the Inclusion and Safeguarding Leader in meeting Academy's obligations with regards to students who have been issued with EHCPs, students that have FFI finding and those who have been granted access arrangement support.
- Support the Inclusion and Safeguarding Leader in tracking the progress and monitoring the welfare needs of all students.
- Rigorously investigate the whereabouts of all missing students reported by the Attendance or Behaviour team.
- Initiate and oversee 'Early Help Plans' as required.
- Facilitate counselling services for students in need of support and or refer students to Place 2 Be as appropriate.
- Execute the requirements of the Positive Discipline Behaviour policy within the Academy, ensuring that all policies, procedures and protocols are adhered to by all colleagues, in full.
- Relentlessly seek to support the inclusion and safeguarding needs of young people at the Academy in order to meet targets set by the Principal and Local Governing Body.
- Assess the needs of students and use detailed knowledge and specialist skills to support student's learning and positive behaviour development. Put in place actions which support students but do not undermine the Positive Discipline policy.
- Develop relationships with students identified as needing particular support in order that academic and behaviour progress targets are met.
- Liaise with parents and staff on student inclusion and welfare matters keeping them informed regarding disciplinary issues and actions.

- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff including interaction logs for students on the Tier system.
- Liaise with and organise support as required with external agencies and partners.
- Work with Primary Schools to support the Transition of vulnerable / high need students to the Academy.
- Support in the delivery of safeguarding training as required.
- Work with the behaviour team in coordinating the re-integration of pupils.
- Provide the Inclusion and Safeguarding Leader with regular comprehensive updates on inclusion / safeguarding matters in respect to students on personal caseloads, seeking advice and guidance where required.
- Provide support to the Inclusion and Attendance team as required.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

Accountability Key Performance Indicators:

- Accountable for ensuring that students are safe and well looked after across the Academy.
- Accountable for taking the correct action in relation to safeguarding concerns and documenting this accurately.
- Accountable for ensuring the success of mentoring / support programmes delivered as part of the role of Inclusion and Safeguarding Officer.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy

The GORSE Academies Trust
c/o John Smeaton Academy, Smeaton Approach, Barwick Road, Leeds, LS15 8TA
T 0113 487 8888 | **E**: info@tgat.org.uk | **W** www.tgat.org.uk

GORSE

Person Specification

Criteria	Essential/ Desirable
Qualifications	**E/D**
• 5+ GCSE's Grade C/4 and above (or equivalent) in English and Mathematics.	**E**
• Full clean UK Driving Licence	**E**
• A relevant Level 3 qualification (or willing to work towards)	**E**
• A degree or higher-level qualification in a relevant subject.	**D**
Knowledge and Skills	**E/D**
• Knowledge of safeguarding issues surrounding children.	**E**
• Knowledge of the SEND challenges faced by young people.	**E**
• Knowledge of the social, emotional and mental health needs of young people.	**E**
• Knowledge of EHCP & SEMH processes.	**E**
• Knowledge of how to deescalate behaviour incidents.	**E**
• Knowledge of how to track student academic progress.	**E**
• Good ICT skills.	**E**
• A passion for education and making a difference.	**E**
• Excellent communicator.	**E**
• Effective team member.	**E**
• Drive and determination.	**E**
• Energy, enthusiasm, ambition.	**E**
• Willingness to contribute to the wider life of the Academy.	**E**
• A good understanding of Positive Discipline.	**D**
• An understanding of alternative provisions available.	**D**
• Knowledge of the fair access process.	**D**
Experience	**E/D**
• Recent experience working in a secondary school.	**E**
• Experience supporting students to improve behaviours.	**E**
• Experience managing matters of inclusion and safeguarding in a secondary school.	**E**
• Experience as a 'Designated Safeguarding person'.	**E**
• Experience working within the inclusion team of a secondary school.	**E**
• Experience working with primary schools to support transition.	**E**
• Experience responding to complaints from parents.	**E**
• Experience supporting students to overcome personal barriers to academic success.	**D**
• Experience working with a variety of external agencies to support young people.	**D**
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development	**E**
Other Conditions	**E/D**
• Enhanced DBS Clearance	**E**

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

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