**Job Description**

**Post Title: Multi Agency Team (MAT) Manager**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC 32-36 – (£34,023 - £37,762), per annum, (Actual Pay)**

**Hours of work: 37 hours per week, 40 weeks per year (Term time plus one week)**

**Reporting to: Principal via Assistant Principal**

**Purpose of Role**

The advertised position is to manage the schools Multi Agency Inclusion Team to offer early help to the students and families most in need within the Derby Moor Academy community.

**Nature and Scope**

Excellence at Derby Moor depends upon the provision of professional leadership. A MAT manager manages the schools multi agency team to ensure students are safeguarded and supported with social, emotional and mental health needs. The MAT manager should provide early help to address any emerging needs of students and families within the Derby Moor Academy Community. This should consist of co-ordinated support from universal and targeted services. Support should be offered through the School Based Family Assistant, Schools Youth Worker, Inclusion Manager and Schools counsellors.

**Main Duties and Responsibilities**

* To line manage the staff within the inclusion support team including School Based Youth Worker, School Based Family Worker, Inclusion Manager, Schools Counsellors, Administrator.
* Provide regular supervision, appraisal and training to staff within the MAT and ensure all line managers within the team offer this out to behaviour mentors.
* Be a Deputy Designated Safeguarding Lead
* To take on an additional School based family worker role taking and lead on the delivery of Team Around the Family and Early Help
* Manage a caseload of students and families with strategies in place to signpost, support and

safeguard

* Attend home visits if and when appropriate
* Manage referrals and agree allocation at weekly MAT review meetings
* Design and deliver a referral system that meets the skills and expertise of each professional within the MAT and hold fortnightly meetings to discuss and allocate referrals
* Facilitate case review meetings to include all professionals within the MAT
* Safeguard young people and families with a clear framework keeping up to date with training, policy and procedure.
* The MAT manager will be expected to use the Early Help Assessment including the early pre-assessment checklist and request for support form to help identify low level or emerging needs.

**General:**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |