

## Job Description

<b>Post Title:</b>	Safeguarding and Inclusion Officer
<b>Salary:</b>	West Sussex Grade 8 point 20 + Crawley Allowance
<b>Hours:</b>	Term Time Only plus inset plus two weeks during the school holidays
<b>Contract Type:</b>	Permanent

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

<b>Reporting to:</b>	Safeguarding Manager
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To support vulnerable students, ensuring they are safeguarded from harm and enabled to flourish within an inclusive, equitable school environment.</li> <li>To contribute to the school's commitment to being student-centred, relational and inclusive.</li> <li>Embody the Christian ethos and underpinning elements of the school.</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>Safeguarding: Act as a DDSL and be the lead for families at 'early help', manage identified cases ensuring concerns are responded to promptly, recorded accurately, and supported through effective multi-agency intervention.</li> <li>Inclusion &amp; Vulnerable student Support: Deliver targeted support that improves outcomes for vulnerable pupils—particularly those with behavioural, SEMH, or attendance needs.</li> <li>Culture, Prevention &amp; Student Leadership: Lead EDiJ and develop the team's child-on-child abuse (anti-bullying) prevention work and ensure the student leadership programme is consistently effective and impactful.</li> </ul>
<b>Key Responsibilities:</b>	<p><b>1. Safeguarding (Deputy DSL Responsibilities)</b></p> <ul style="list-style-type: none"> <li>Serve as a Deputy Designated Safeguarding Lead, supporting the DSL team with all safeguarding duties as required.</li> <li>Respond to safeguarding concerns, record incidents accurately, and follow school procedures in line with statutory guidance.</li> <li>Monitor vulnerable students and contribute to risk assessments and safety plans.</li> <li>Liaise professionally with external agencies involved in child protection and welfare.</li> </ul>

## **2. Early Help Casework & Multi-Agency Coordination**

- Hold and manage a caseload of families, coordinating interventions for children and families with emerging or complex needs.
- Work directly with parents, carers, and pupils to develop action plans and monitor progress.
- Act as the school's main point of contact for Early Help partners, including Family Support Workers (FSWs) and other local agencies. Work collaboratively with the safeguarding manager and DSL if identified cases are allocated a SW or move to CIN//CP
- Ensure high-quality, timely documentation for all Early Help cases.

## **3. Young Carers Lead**

- Lead the identification, assessment, and ongoing support of students who are Young Carers.
- Coordinate relevant interventions, clubs, and support pathways in partnership with external Young Carer services.
- Promote whole-school awareness and ensure Young Carers' voices and needs are fully recognised.

## **4. Preventing Child-on-Child Abuse**

- Contribute to the school's preventative strategies for reducing child-on-child abuse.
- Drive and coordinate the work of student Anti-Bullying Ambassadors.
- Develop opportunities and awareness materials to develop or promote respectful, safe peer relationships.
- Support restorative practice approaches where appropriate.

## **5. Inclusion & Student Support**

- Provide targeted support for students with behavioural, social, or emotional needs—particularly those at risk of exclusion or engaged in Early Help.
- Work proactively with families to reduce barriers to learning and participation.
- Play a significant role in the leadership of the AON (Assessment of Need) processes and meetings.
- Support the school's below 60% attendance team, helping monitor vulnerable pupils and engage families.

	<p><b>6. EDIJ (Equality, Diversity, Inclusion &amp; Justice) Lead</b></p> <ul style="list-style-type: none"> <li>• Lead the school’s EDIJ approach, ensuring initiatives, events, and student voice activities are embedded throughout the school community.</li> <li>• Work collaboratively with pastoral leaders and student groups to promote a culture of respect, belonging, and justice.</li> <li>• Coordinate EDIJ campaigns, celebrations, and awareness weeks.</li> </ul> <p><b>7. Student Leadership</b></p> <ul style="list-style-type: none"> <li>• Oversee and develop the HTS Student Leadership Programme, ensuring high-quality opportunities for meaningful student voice and leadership.</li> </ul> <p>This currently includes:</p> <ul style="list-style-type: none"> <li>- Manage the Prefect system, including recruitment, training, mentoring, and deployment.</li> <li>- Supporting other student leadership groups</li> <li>- Encourage a culture of responsibility, leadership, and positive role modelling.</li> </ul> <p><b>8. Advocacy</b></p> <ul style="list-style-type: none"> <li>• Promote an inclusive, safe, and respectful environment where every student feels valued and protected.</li> <li>• Champion the rights and needs of vulnerable students—including SEND, disadvantaged pupils, children with social care involvement, and those experiencing discrimination.</li> <li>• Work closely with pastoral teams to ensure equitable access to opportunities and support.</li> </ul>
<p><b>Line Management:</b></p>	<p>Student Leadership</p>

<b>Generic Duties:</b>	To deputise in the absence of other staff.
<b>CPD:</b>	To follow a mutually agreed programme of continuing professional development.
<b>Additional Information:</b>	For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.