

Job Description

Student Administrator with Deputy Designated Safeguarding Lead Responsibility

Post:	As above
Salary:	Scale 6
Status:	Full time permanent, term time only plus 10 days
Hours:	37 hours per week

Job Purpose

- To act as Deputy Designated Safeguarding Lead for the school
- To be a lead practitioner in the management and implementation of behaviour and safeguarding policies at The Joseph Whitaker School
- To support and coordinate the achievement of LAC students
- To be a key member of the wider administration services team

Safeguarding

- To be familiar with and follow all Academy policies, in particular those related to safeguarding, including:
 - Child protection
 - Health and Safety
 - Confidentiality and data protection
- To promote the welfare of children

Accountable to: Assistant Headteacher, Inclusion and Safeguarding

Key Accountabilities

Deputy Designated Person - Safeguarding

- Complete MASH referrals when required
- Liaise with Social Care regarding referrals to MASH
- Attend at Core Group/ CIN meetings in place of HOH/SLT, when necessary
- Prepare of student welfare reports for Child Protection Conferences, Core Group and CIN meetings
- As Deputy Designated Person act as the second tier assessment for more concerning safeguarding referrals received through the safeguarding email folder.
- Ensure all meeting notes and actions to be taken are added to C files and information is shared with HOH/Tutors/SLT as necessary
- Take responsibility and coordinate referrals to CASY from HOH/SLT liaising with CASY counsellors, parents, staff and students.

- Monitor the CASY counsellors' attendance and be the first point of contact for counsellors who wish to report concerns.
- Attend Safeguarding Network meetings, as requested.
- Attend Safeguarding training as required for a Designated Person

LAC Achievement

- Deputise for SLT when necessary at LAC Reviews reporting on school achievements of LAC students to the IRO, making decisions based on knowledge and experience of what is possible and in the best interest of the child

Behaviour

- Be the Designated Person to work with complex cases on a 1:1 Mentoring role regarding behaviour, ATL and Social Skills
- Work with Assistant Headteacher, safeguarding and external agencies such as CAMHS, attend meetings and share strategies to employ when working with complex cases
- Take responsibility for liaison with the Attendance Officer, HOH, SLT ensuring they are fully briefed on progress, ATL and attendance to school sessions – provide regular feedback
- Mentor ARNA students and support successful reintegration to full time school education via the Learning Inclusion Centre, and feedback to the Attendance Officer
- Visit students at home and in offsite provision, to maintain the link with school and remove barriers to successful reintegration.
- Support with education of students with SEMH needs and the smooth running of *Room 27*
- Support HOH/SLT when required by counselling or mentoring small groups with particular needs.
- Attend HOH meetings and present updates on complex cases as required.

Administration

- Assist the Attendance and Family Support Worker to manage rewards programme for improved attendance as and when needed
- Ensure prompt, efficient and courteous attention to students and other visitors to the Student Services Reception/Main Reception on a day to day basis as required
- Ensure that a member of staff is always present at Student Services/Main Reception, in order to welcome students and other visitors
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy; route such calls to appropriate extensions or receive and pass on messages intended for students or members of staff
- Provide administrative support for communication to parents and students via EduLink and generating/sending out letters
- Invigilate as directed / required

Additional duties as directed by the Headteacher or Line Manager.

Community

- To promote the Academy within the community
- To work with partner primary schools, Further Education and Higher Education establishments to ensure successful transfer of students, in conjunction with other staff
- To demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of the Academy's vision and values
- To provide a positive role-model in terms of timekeeping, dress code and work ethos of the Academy
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Take part in performance management activities and reviews as required by the Academy's policy and use the process to develop your personal and professional effectiveness

PERSON SPECIFICATION STUDENT ACHIEVEMENT MANAGER

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English A-C • Well qualified to GCSE Level • Specific qualifications in relation to the role 	<ul style="list-style-type: none"> • GCSE Maths A-C • CPD related to the role
SAFEGUARDING	<ul style="list-style-type: none"> • Full understanding of safeguarding requirements and how staff promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK 	
KNOWLEDGE	<ul style="list-style-type: none"> • Ability to understand and apply Academy policies related to the post 	
PERSONAL QUALITIES, SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> • Understanding of Data Protection requirements. • Knowledge of curriculum for students with educational needs. • Understanding of how students learning in the subject is affected by their physical, intellectual, emotional and social development. • Knowledge, skills and experience in the use of SIMS or other database packages • Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds. • A committed and highly motivated team player. • Excellent written and verbal communication skills. • A good organiser who is able to work under pressure. • Excellent interpersonal and liaison skills. • ICT literate with the ability to word process and accurately record data. • Able to work on own initiative, with minimal supervision and guidance. • Ability to manage own time effectively and assume responsibility. • Ability to remain calm and contribute to the resolution of problems. • Flexible and able to respond quickly to new situations. • Ability to engage constructively with and relate to a wide range of children/young people and families/carers. • Able to set tasks which challenge students and ensure high levels of student interest. • Set clear targets for students learning. • Implement behaviour management strategies to tackle challenging behaviour. 	

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| | <ul style="list-style-type: none">• Motivate and re-engage disaffected students. | |
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