

Job Description: Safeguarding and Inclusion Advisor

Salary

Scale 4, point 7 (range 7 to 11)

Hours of work

26.5 hours per week, term time only

Line of Responsibility

The Safeguarding and Inclusion Advisor is directly responsible to the Alternative Provision Manager: Safeguarding and Support

Purpose

To help students to remain integrated in varying degrees within mainstream education; to support their work experience or college placements; to help students deal with any issues which might be having an impact on their school life.

Supporting students – under the direction of the Alternative Provision Manager – Safeguarding and Support

These include:

- Work as part of the safeguarding team; reporting directly to DSL and APM – S&S: complete regular training, attend team meetings, respond to cause for concerns, communicate with professionals and parents/carers, attend conference/core group/CIN meetings, share information appropriately, respect confidentiality, maintain safeguarding files (including transfer of files to other schools and archiving), carry out basic child protection training for staff as needed
- Hub: respond to students accessing The Hub appropriately including communication with staff and parents as needed, build up mentoring relationships with students, track attendance of and register students in The Hub, track students accessing support from The Hub
- Supporting students in mainstream lessons or in the Hub when appropriate
- Liaise with subject teachers and Head of Year's regularly regarding pupils and how to maximise their learning and development
- To potentially be involved in assessing and supporting students with emerging mental health needs in school.
- Occasionally provide transportation for pupils to attend education or training off site (car provided)
- Act as a mentor and role model for pupils
- Provide listening for students to express their worries and concerns
- To help students manage their behaviour and respond proactively when things have gone wrong
- To be comfortable discussing a range of issues which affect many students' lives – not living at home, drug abuse, smoking, sexual activity

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The post-holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.

All staff participate in the school's performance management scheme.