



# Safeguarding & Inclusion Case Manager

NJC23-28. £24.7k-£28.6k

Term time 39 weeks per year

37 hours per week 8am – 4/4:30pm.

## Job profile

### Core purpose of the Safeguarding & Inclusion Case Manager

Under the instruction/guidance of senior staff, to lead on key aspects of inclusion and pastoral welfare including working towards acting as the school's Deputy Designated Safeguarding Lead. The post holder will have a key organisational role in safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children. They will support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police.

### General Responsibilities (all staff):

- To perform duties and attend meetings as reasonably required
- To participate in the school's performance management scheme
- To undergo in-service training where required
- To contribute to the school's pastoral system
- To observe and implement current school policies and good practice
- To carry out such particular duties as the Headteacher may reasonably direct from time to time

### Accountabilities:

The post holder will:

- Report to the Assistant Head (DSL)
- Work closely with SLT, teaching and administration staff

### Duties and Responsibilities

- Assist the DSL in referring cases of suspected abuse to the local authority children's social care team or referring cases where a crime may have been committed to the police.
- Coordinating the school's involvement of multi-agency responses to complex cases
- Coordinating the involvement of other agencies for students at the school
- Representing the school in external meetings e.g., child protection case conferences
- Reviewing the effectiveness of school and wider support and re-referring / escalating as appropriate
- Liaising with families in a variety of ways to ensure the correct support is in place
- Communicate effectively with all stakeholders
- Support the monitoring of looked after children
- Keep and manage detailed, accurate and secure electronic records of concerns, referrals, intervention and support.
- Identify, organise and deliver effective training sessions for parents in relevant areas.

### Support for Staff

- Identify, organise and deliver effective training sessions for staff to support student welfare
- Advise and support teachers on strategies to support students who need additional inclusion support – particularly those with attachment needs or disorder.

## Support for the Curriculum

☐ Organise, monitor and evaluate the range of pastoral intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those students requiring additional. E.g.:

- Pastoral Support Plans
- Detention system
- Internal isolation / School to School referrals
- Early Intervention Sessions
- Alternative Provision

# Person Specification

*E = Essential, D = Desirable*

<b>Experience</b>	
Experience of safeguarding systems in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>• Building relationships with students and their parents, particularly the most vulnerable</li> <li>• Working and communicating effectively with relevant agencies</li> <li>• Implementing and encouraging good safeguarding practice throughout a team of people</li> </ul>	E
Demonstrable evidence of developing and implementing strategies to help children and their families	E
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	D
<b>Professional Knowledge</b>	
Academic or Vocational qualifications at Level 3, ideally in a field relevant to the role	E
Level 2 or 3 Safeguarding Qualification (dependent upon previous experience the school can provide education based appropriate training if necessary).	D
Detailed knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	D
<b>Skills, Abilities and Professional attributes</b>	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E
Awareness of local and national agencies that provide support for children and their families	D
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
Good IT skills, including previous use of CPOMS and Bromcom if possible.	D
Ability to manage own time effectively	E
Ability to work under pressure and prioritise effectively	E
Ability to adhere to working procedures and policies within the school environment.	E
Ability to operate as part of a team or individually as required.	E
Ability to relate well to children and adults.	E
Patient, flexible and adaptable	E
A commitment to supporting learners with individual academic and welfare needs.	E
Commitment to equality	E

### Notes

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*