

Thornhill School Business and Enterprise College

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Safeguarding Lead with administrative duties for SENCo and attendance
Grade 4 Point 22 to 25 (£20253 - £22212) 37 hours per week
Required as soon as possible

We are seeking to appoint someone with a caring personality, enthusiasm and an understanding of the needs of pupils and families in difficult circumstances. The successful candidate would be the safeguarding lead for child protection within the school and also support the SENCo and the attendance team. Good organisational and administrative skills, together with the ability to work with others to ensure the best outcomes for our pupils, are essential.

This is an exciting opportunity to work in a popular, successful and forward looking 11-16 school within a supportive department where you can make a difference to young peoples' lives.

The post is full time but there may be the opportunity of term time only.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

Details of application are available from the school website:
www.thornhillschool.org.uk

Applications should be returned to Mr. J.K. Hallworth, Executive Headteacher by
Monday, 6th June, 2016.

THORNHILL SCHOOL

JOB DESCRIPTION

Job Title: Safeguarding Lead with administrative duties for SENCo and attendance.

Grade: Grade 4, point 22 – 25 (£20,253 - £22,212)

Disclosure Level: Enhanced

Responsible to: Executive Headteacher, Head of School, SENCo and Attendance Lead.

Main Purpose:

- To contribute to the overall safeguarding for Thornhill pupils and staff.
- To give administrative support to the SENCo.
- To assist with raising the level of pupil attendance.

Changes to the job description

This job description will be reviewed regularly and, if necessary, amended in consultation with the member of staff.

MAIN DUTIES

- As Designated Safeguarding Lead to be a point of contact for parents, pupils, teaching and support staff, external agencies and any other in all matters of child protection.
- To help ensure that all staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse.
- To co-ordinate child protection procedures in school and manage a case load of child protection and Child in Need plans.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
- To prepare accurate and full reports to deliver to required agencies.
- To receive and co-ordinate referrals for CP and SEND, arranging action and reviewing services for children and families.
- To liaise with the local authority Children's Social Care and other agencies as appropriate.
- To ensure that all staff and pupils know whom to approach with any concerns.
- To deputise for the SENCo as necessary including standing in for the SENCo in their absence.
- To liaise with the SENCo to co-ordinate access arrangements for external exams.
- To contribute towards the SEN SEF and development plan
- To assist the SENCo in the deployment of support for pupils with additional needs at KS3/4.
- To liaise with the SENCo and pastoral staff to attend and convene meetings to maximise the effectiveness of school interventions and external agencies
- To collaboratively develop and implement Support Plans / Provision mapping for pupils at KS3
- To lead some aspects of departmental staff training
- To attend learning support management meetings
- To undertake any other duty in connection with departmental work that may be directed reasonably by the SENCo in addition to general duties

- To carry out daily duties to support the attendance team at Thornhill.
- To liaise with the attendance team in maintaining contact with families of pupils whose attendance is causing concern.
- To assist in the collection of data and scrutiny of attendance related data.
- To have a general understanding of the attendance routine and procedures in school including LA referrals.

Employees will be expected to:

- comply with the school's Health and Safety policy and undertake risk assessments as appropriate through liaison with the school's Health and Safety Manager.
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- be courteous and provide a welcoming environment to visitors and telephone callers.
- be a professional role model; this requires a professional standard of conduct and dress.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The employee must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The employee must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The employee must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

PERSON SPECIFICATION

Service: Thornhill School Business & Enterprise College

Person Specification for the Post of: Safeguarding Lead with administrative duties for SENCo and attendance.

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	
Ability to develop good interpersonal relationships.	Application form and Interview
ICT literate.	Application form and Interview
Knowledge and ability to communicate with external agencies and community stakeholders	Application form and Interview
Ability to inspire confidence and trust.	Application form and Interview
Caring attitude to staff, pupils and parents.	Application form and Interview
Individual and team worker.	Application form and Interview
Good communication, leadership and problem solving skills	Application form and Interview
Experience/Qualifications	
An awareness of SEND procedures	Application form and Interview
Pastoral care experience	Application form and Interview
An awareness of Educational Health Care Plans	Application form and Interview
Work Related Circumstances	
Flexibility and responsiveness.	Application form and Interview
Resilience in the face of demand.	Application form and Interview
Evidence of recent, relevant ongoing professional development.	Application form and Interview
Awareness of Child Protection, SEND and Attendance Policy and Procedures	Application form and Interview
Aspirations to develop professionally.	Application form and Interview