**Trinity Academy Newcastle Multi Academy Trust**

**Job Description**

**Post title:** Inclusion and Safeguarding Officer

**Payscale:** N7

**Responsible to:** HOS, Trust Safeguarding Lead,

**Job purpose:**

 This person will be the Designated Safeguarding Officer within a dynamic environment of a Safeguarding Team across the MAT.

 Inclusion and Safeguarding Officers are responsible for supporting the CEO and Head of Academy in the strategic development of the core values of their academy within the MAT, and being line managed by the Trust Safeguarding Lead.

 As a member of the Local Advisory Board of their Academy they are also responsible for ensuring the successful day to day operation, organisation and management of

the safeguarding meetings, conferences and reviews

 Inclusion and Safeguarding Officers are responsible for working closely with the Academy Head of School to lead manage and monitor the personal support offered to all pupils, to remove social and emotional barriers to learning and to ensure their personal, social and emotional development in order to maximise standards of achievement and attainment in all aspects of Academy life. This will include support

for pupils including those who are Looked After.

**Main responsibilities**

The following list is typical of the level of duties that the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. They are also responsible for offering high quality support /liaison with parents and carers themselves and also for liaising with all team members to share information.

2. As a member of the Local Advisory Board of an Academy they will be responsible for working closely with the academy’s Pastoral Manager, identifying the training and development needs of staff with regards to Pupil

Welfare and Development and for working with appropriate staff\agencies to deliver support, training and Safeguarding Induction.

3. As Designated Safeguarding Lead they will coordinate referrals to external agencies and the work undertaken by external agencies, including evaluating impact.

4. Provide high quality skills and experience as Designated Safeguarding Lead with the Academy and wider Trust if required.

5. Provide high quality support to parents/carers both through your own contact and through managing the quality of the services and support of others as identified by your Trust Safeguarding Lead and Head of School.

6. Work with the Academy Head of School to produce and deliver the

Academy’s development plan and SEF within the framework of The Academy.

7. Work with the Academy Head of School and Trust Safeguarding Lead to develop deliver and monitor the application of all Academy and Academy policies with specific reference to those relevant to Safeguarding and Child Protection.

8. Support the Academy Head of School in promoting, managing and monitoring the specialist focus of the Academy and the Academy wide Priorities as set out SEF particularly around the Parenting Agenda.

9. Lead, manage and monitor the quality of pupil welfare and development support and its effectiveness and impact on standards.

10. Implement the Academy’s strategy for pupil tracking and intervention with

regards to support for welfare and development.

11. Maintain an overview of the support that all pupils are offered.

12. Review and evaluate the quality of support that pupils are offered.

13. Liaise where appropriate with external agencies and the wider community to maximise the support and resources available to all pupils.

14. To work with the Head of School and relevant multi-disciplinary professionals to devise specialised packages for those students who pose a risk to health and safety of adults and peers and those who are ‘hard to reach’ .

15. As part of a team, use professional skills and knowledge to develop collaborative ways of working to involve parents, families, children and young people, other schools and partners including the voluntary sector.

to contribute to the meetings and any subsequent action plans in respect of children and young people and their families who are subject to a Child Protection Plan or a Complex Child In Need Plan. Also to attend meetings in respect to Looked After students. Attend or lead on CAF meetings.

17. To ensure that accurate reports are provided for Children’s Social Care meetings in relation to Looked After students, students with a Child Protection Plan, Complex Child In Need Plans and students on Early Help Plans.

18. To be responsible for referrals into the Academy and the subsequent transitions into and between the lower school and upper school.

19. Under guidance from the Trust Safeguarding Lead to ensure Policies and

Procedures in relation to Safeguarding are kept up to date.

20. To ensure that all activity and interventions are appropriately recorded.

21. To attend training courses appropriate to the post in order to enhance personal and professional development, as well as to increase the quality of the service delivered by the organisation.

22. To agree work objectives and strategies with the appropriate persons.

23. To promote and implement the school’s Equality Policy in all aspects of

employment and service delivery

24. To be aware of and adhere to requirements of the Corporate Health and

Safety Statement

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.