The Leathersellers’ Federation of Schools:   
Prendergast School

Child Protection, Safeguarding & External Provision Manager  
  
Salary/Grade

PO2 (points 31 – 33)

35 hours per week, 39 weeks (term time only + 5 Inset days)

Job purpose

To be responsible for the management of Safeguarding and Child protection issues throughout the school and support the Leadership Team in providing a safe environment for students to develop and learn.

To be responsible for the pastoral management of a specific year group.

Reporting to:

The Child Protection, Safeguarding and External Provision Manager will be directly responsible to the Assistant Headteacher – Behaviour and Welfare.

Responsible for

School Counsellor.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the students and young people in the care of the school.

# To support children and families deemed to be at risk/vulnerable by:

* Liaising and closely working with Leadership team members responsible for Safeguarding and Inclusion, Pastoral Managers, School Mentors, Education Welfare Officer, Attendance Officer and School Counsellor. To work across all year groups.
* Taking the ‘lead’ on safeguarding issues within the school and undertake the role of Designated Child Protection Coordinator.
* Receiving and coordinating referrals, arranging action and reviewing services for children and families.
* To manage the referral to the school’s counselling service.  
  Attending and participating in Child Protection Conferences and Planning and Review meetings, whilst working closely with colleagues in Children’s Services as required. This will include negotiating between child, family and commissioning worker to identify the support package required.
* Taking the lead responsibility in coordinating a multi-agency approach to prevent and address child protection issues, liaising with appropriate external partners including CAMHS, Social Services, Youth Offending Team (YOT), health professionals and the police as necessary.
* To arrange and chair meetings of ‘the team around the family as appropriate.
* Providing support for students by working in close partnership with parents/carers, families, school colleagues and students to ensure all involved parties understand and work together for the benefit of the student.
* Leading on arranging interventions involving external partners and to monitor their impact.
* Leading the assessment of students’ suitability for intervention from Alternative Educational provisions, monitoring placements and progress, and managing integration / return as needed.
* Ensuring weekly reviews are in place for all students in an alternative provision.
* Overseeing the care of Looked After Children, previously looked after children and young carers.
* Undertaking full investigation of all child protection concerns, in liaison with the Headteacher and/or Assistant Headteacher (Behaviour and Welfare).
* Maintaining a register of students who are ‘At Risk’ and are Looked After Children.
* Acting as the School’s ‘lead professional’ in all cases where the School initiates a Safeguarding CAF.
* Maintaining accurate, confidential and up to date documentation on all cases of safeguarding and child protection including CPOMS.
* To produce reports for the leadership team and governors where required.

Leadership and Management of Personnel

* To participate in the interview process for staff where required and to ensure effective induction of new staff in line with school procedures
* To act as a positive role model
* To line manage, support, guide, coach, mentor and motivate team members
* To take responsibility for own personal development liaising with both the senior team line manager and the person responsible for CPD if different and to undertake appropriate training as required
* To heighten a common purpose and shared vision amongst the team

Involvement in and accountability for performance management

* To participate in Performance Management
* To ensure that the performance management of all team members demonstrates that they are capable of carrying out their roles
* To promote team work and to motivate staff to ensure effective working relations

General

* To attend school events as required, for example, open days.
* To participate in school emergencies as required, including coordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
* To ensure that financial procedures and activities are carried out as required within the department such as placing purchase orders and authorising invoices for payment.
* To be responsible for the effective management of budgets within her/his remit, ensuring best value through suppliers.
* To attend relevant meetings and training sessions as required.
* To arrange and provide training sessions to staff to ensure that they are aware of associated procedures and regulations.
* To keep abreast of developments, current initiatives and changes in her/his field and communicate to staff as appropriate.
* To implement, in conjunction with relevant staff and members of SLT, all health and safety procedures and requirements.
* To take an active part in the school duty rota.

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 postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

The postholder 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 postholder.

All staff participate in the school’s appraisal scheme.

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# PERSON SPECIFICATION: CHILD PROTECTION &SAFEGUARDING MANAGER

| Essential | Desirable | Evidence |
| --- | --- | --- |
| Qualifications and experience:  * Substantial experience of working effectively with vulnerable children / young people in either education, social work, youth work or another related area of work * Substantial experience of working effectively with a range of professional to promote children’s / young people’s learning or welfare * Substantial experience of working with young people who may be in difficult circumstances, distressed or who display anti-social behaviour * Substantial experience of monitoring and evaluation * Experience of supervising the work of others * A willingness to undertake training, including training that would lead to accreditation at NVQ level 4 | * Evidence of post compulsory education | Application form  References  Interviews  Certificate/s (to be available at interview) |
| Knowledge:  * A knowledge of the issues facing secondary school aged students * Understanding of how family circumstances can impact a child’s education * Knowledge of school organisation structure * Sound knowledge of child protection legislation, policy and practice both nationally, locally and in schools * Understanding of range of other agencies involved with young people and their families * Understanding of how education impacts on young people’s life chances |  | Application form  References  Interviews |
| Aptitude & Skills:  * Ability to write an action plan for a student, maintain student records and write other short reports as required * Ability to work on one’s own initiative, balance competing priorities and organise a work schedule * Ability to motivate children / young people by establishing empathetic and supportive working relationships * Ability to work as part of a team to reach agreed targets and outcomes for children / young people * Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals * Ability to proficiently use office computer software including word-processing, spreadsheet, database/s and internet systems |  | Application form  References  Interviews |
| Circumstances:  * Must be able to work some evenings and attend occasional meetings outside normal working hours |  | Application form  Interview |
| Equal Opportunities:  * An awareness of equal opportunities issues generally and specifically of how they relate to this area of work * Commitment to implement the School’s equal opportunities policies |  | Interview |