

Job Description

All Saints Catholic High School

Title of Post	Inclusion and Safeguarding Manager
Responsible To	Deputy Headteacher for Inclusion
Grade	Grade 6, Scale Point 22
Hours	37 hours per week for 41 weeks per year
Contract	Temporary until 1 September 2026

Purpose of the Role

- Actively promote and uphold the Catholic ethos of our school and model our values of Respect, Understanding, Affection and Humour at all times.
- Make an active and effective contribution to the spiritual, moral, cultural and personal development of students across all year groups (Y7-11).
- Support safeguarding for all students across all year groups (Y7-11).
- Monitor, deliver and quality assure the impact of interventions for individual and groups of students across all year groups (Y7-11).
- Work effectively and collaboratively with the wider Inclusion Team so as to ensure a cohesive approach to the welfare and development of all students ensuring that every students' experience of school is understandable, manageable and meaningful.
- Develop positive working relationships with and support for families through a proactive approach to parental engagement.
- Operate within legal, ethical and professional boundaries when working with children and young people by fostering positive working relationships, maintaining professional boundaries, following the agreed reporting and recording systems, involving line managers when appropriate and promoting a child or young person's equality, diversity, rights and responsibilities.

Key Tasks to Achieve Outcomes

- Coordinate Year Team meetings (Y7-11) and identify key students to discuss at this forum.
- Coordinate the school response to managing support for students below the Early Help threshold, including school refusers and those with low attendance.
- Support the Inclusion Team in the identification of the most effective early help provision and in accessing early help services.
- Provide bespoke 1:1 intervention work with targeted individuals to support attendance, behaviour, academic progress and emotional well-being.
- Manage the proactive monitoring and tracking of Safeguarding cases and graduated response pathways.
- Ensure quality assurance processes are utilised to improve the work of the Inclusion Team and ensure the 'Assess Plan Do Review' model of providing support for young people and families is followed.
- Work with others, both in school and with external partners, to understand the needs of our most vulnerable pupils and contribute to safeguarding briefings, bulletins and Year Team meetings.

Key Tasks to Achieve Outcomes

- Provide up to date information for key stakeholders including the DSL, Headteacher, Local Governing Body and CEO.
- Along with the DSL, monitor safeguarding data to identify patterns and use this to inform actions required.
- Provide regular communication and feedback to students, staff and families, when appropriate, about the support in place and the impact of this support.
- Support the transition team in their work with feeder primary schools to understand the needs of pupils that have been previously identified as vulnerable in a safeguarding context.
- Co-ordinate the transfer to Post16 providers of key safeguarding information.
- To support the DSL in the planning and delivery of relevant training for staff around these key areas.
- Contribute to team rota for holiday 'on call' support for safeguarding team.
- Ensure school and Trust policies and Equalities Objectives are implemented and any issues raised with the appropriate person.
- Develop and maintain a sound working knowledge of the key legislation and guidance in relation to safeguarding children.
- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

General Duties

- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in and lead meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- To take responsibility for, and to supervise, students, as required, including break time, lunch time, detention, before or after school.
- Form part of the on-call team and be available to respond as needed throughout the day.
- Any other duties and responsibilities appropriate to the grade and role as directed by the Headteacher or Deputy Headteacher for Inclusion.

Indicators of Performance

- An effective and committed approach to key tasks will enhance cohesive, highly effective practice across all areas of Inclusion.
- Students will feel safe, happy and a sense of belonging as a result of your work.
- The wellbeing, learning behaviours and levels of engagement of students across all year groups (Y7-11) will have a beneficial impact on academic achievement and attainment.
- Students' experience of school life will be positive as a direct result of your targeted intervention and your commitment to developing positive relationships.
- Parents/carers will feel wholly included in the life of our school as a result of proactive strategies to enhance levels of parental engagement.