



VERULAM
SCHOOL

Headteacher: Fergal Moane

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JOB DESCRIPTION

Job Title:	Safeguarding and Inclusion Co-Ordinator
Grade:	H6
Hours:	37 hours per week, term time only
Responsible to:	Assistant Headteacher (Pastoral) /Designated Safeguarding Lead/Assistant Headteacher (Inclusion)

Core accountabilities:

- Ensure all safeguarding entries are read, addressed and actioned with support of the DSP team.
- Oversee our inclusion support for students involving liaison and referrals to external agencies.
- Support our Pupil Premium and FSM provision by accounting for the allocation of Pupil Premium funding.
- Support with the development and implementation of Verulam's Pupil Premium Strategy.

Main areas of responsibility:

Safeguarding

- Read, address, and action any safeguarding concerns appropriately.
- Liaise with external agencies such as Children's Services and the Police.
- Attend multi-agency meetings such as CP, CiN, TAFs etc.
- Run reports on CPOMs and complete half-termly safeguarding reports for the DSL and governors.
- Manage administration of CPOMs and ensure new staff are fully safeguarding trained.

Pupil Premium

- Map the allocation of funding of school interventions to meet the needs of Pupil Premium students, through the use of spreadsheets, budget reports, and liaison with the Business and Finance managers.
- Support with the writing of reports for SLT and Governors on the progress of Disadvantaged students.
- Support with the development and implementation of Verulam's Pupil Premium Strategy Statement and Review of Expenditure document.
- Coordinate PP funded interventions in school by liaising with external companies.
- Ensure that the needs of all PP and FSM students and families are met in school.

Pastoral support

- Oversee waiting list and timetables for in school interventions (counselling, behaviour coaching, mentoring).
- Ensure all students with medical conditions and food allergies have an up to date Health Care Plan and that these are shared regularly with staff.
- Work with the Mental Health Team to help deal with and resolve student issues relating to behaviour, friendships, and mental health.
- Liaise with parents.

Personal Specification

Essential

- A passion for working with young people
- Excellent written and verbal communication skills
- Flexible and adaptable
- Ability to empathise
- Ability to work independently and as part of a team
- Computer literate (able to pick up new systems quickly)
- Basic understanding of Microsoft Excel

Desirable

- Experience of using CPOMs
- Experience of working in a school environment
- Level 2 Safeguarding training (can be provided)

Additional Information

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.