

## **Job Description**

### **Director of Safeguarding, Personal Development, CPD, Behaviour and Attitudes**

**Main Job Purpose:** In collaboration with colleagues on the Senior and Middle Leadership teams as well as the Governing Body, strategically lead on the development and embedding of the learning culture and pedagogy to ensure outstanding outcomes for all learners. Co-produce with colleagues the curriculum models and provision at Garston Manor School and also the hub, with a focus on ensuring the best possible outcomes for students in respect of their safety, personal development, behaviours and attitudes.

**Accountable to:** Headteacher

**Responsible for:** Group of teachers

**All therapists, Counsellor and Family Liaison & Inclusion Manager**

**Salary range:** L8 – L14

To have lead responsibility for behaviour and attendance across the school and the hub

- ✓ To lead on the behaviour and rewards systems and policies
- ✓ To oversee data collection and analysis regarding behaviour and attendance
- ✓ To support Middle Leaders to interrogate data about progress, attendance, behaviour and rewards, evaluate the outcomes and take appropriate action to remove barriers to learning and progress
- ✓ To strategically oversee decisions taken by Middle Leaders relating to attendance, behaviour and rewards
- ✓ To be responsible for communication and administration of exclusions and effective and appropriate reintegration.
- ✓ To co-produce and oversee the school's/hub's attendance policy and its implementation in association with the Attendance Officer and associated support staff
- ✓ To ensure an appropriate Family structure within the settings providing support and direction to Middle Leaders and Family Leads in developing a day to day care system for all students.
- ✓ To be responsible for developing and reviewing student enrichment initiatives focused on the wellbeing of all students.
- ✓ To liaise with mainstream settings in respect of children placed in the hub in respect of transition and reintegration.

To be the safeguarding and child protection lead professional (DSP)

- ✓ To take the lead in facilitating the development of safeguarding and child protection policies and procedures, training and guidance for the school.
- ✓ To maintain and update documentation with respect to all cases of safeguarding and child protection.

- ✓ To discuss any issues or ongoing investigations with the Headteacher, to notify them, and ensure that there is always cover for this role.
- ✓ To work with children and their families in order to strengthen and develop the potential of parents/carers and their children in order to prevent their children becoming looked after or suffering significant harm.
- ✓ To act as a source of support, advice and expertise when deciding whether to make a referral by liaising with relevant agencies.
- ✓ To coordinate referrals, arrange action points and review services for families and children.
- ✓ To liaise with colleagues to support strategic development and share good practice.
- ✓ To raise awareness of the Safeguarding / Child Protection Officer role to parents/carers, adults and children.
- ✓ To refer cases of suspected abuse or allegations against a member of staff to the relevant agencies. • To support the care of children where their living arrangements are at risk of breaking down.
- ✓ To ensure that all children who are victims of abuse are supported in an appropriate and sensible manner.
- ✓ To provide guidance to parents/carers in order to provide planned interventions as part of agreed plans for children.
- ✓ Work with social workers and other agencies to develop links and utilise resources as part of agreed plans for children.
- ✓ Plan and complete professional assessments of need and risk in respect of parents/carers and take the lead to coordinate multi-agency approaches to address child protection issues.
- ✓ To coordinate with colleagues in external organisations regarding the Common Assessment Framework and monitor all referrals and recommendations from within the school.
- ✓ Compile a register of 'At Risk' pupils and Looked After Children via referrals.
- ✓ Maintain confidentiality regarding issues concerning children, including information about family background/circumstances and abuse.

To lead parent/carer voice including co-leading the PTA

- ✓ To be responsible for ensuring the parent voice is heard through parent questionnaires each year, parent forums, feedback slips etc
- ✓ To develop parenting skills and support strategies/groups, through holding parent/carer surgeries.

To be the designated lead teacher for looked after children, assuming all responsibilities in respect of CLA.

- ✓ To work with the appropriate member of the governing body in assessing school applications each year and applying the admissions code to them

To be the designated co-lead for outreach and inreach, work experience and/or placements from universities or exchanges of teachers.

To be the designated lead for all EHCP reviews.

To teach the equivalent of one day each week (curriculum subject to be negotiated).

Deputise for the Headteacher in their absence (as and when so deputised).

The above duties are not exhaustive and the post holder may be required to undertake other leadership tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

To be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To take responsibility for the implementation of and compliance with policies and procedures relating to safeguarding, child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

All staff are expected to uphold the Code of Conduct and all teachers, the Teachers' Standards.

Signed: ..... Date: .....

Job Holder

Print Name: .....

Signed: ..... Date: .....

Line Manager

Print Name: .....