

Shevington High School

Safeguarding & Inclusion Officer

Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that *"life is what I make it!"*

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Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”



Life is what you make it!

WELCOME TO OUR SCHOOL

Message from the Headteacher

Shevington is a fantastic school with a well-deserved reputation for educational innovation and standards. In 2022 Shevington was judged by Ofsted to be a 'Good' school. But more importantly, our students are happy, they feel they belong here, they feel safe and achieve many successes in all kinds of fields - we are immensely proud of them! Staff and students nurture wonderful relationships that help students to achieve.

At Shevington, we seek to work with students and parents to ensure that each individual achieves their full potential. We want all our students to feel challenged but supported. Our aim is to guide all students so that they gain qualifications, life experiences and the tools to prosper beyond Shevington High School.

School should be about opportunities, new experiences and special memories!

Why Work at Shevington?

Shevington High is a fast-paced, driven and forward-thinking school, with a determination to give our students the best possible life chances. We have the highest expectations of our students' behaviour, engagement and academic outcomes. Our students come to school ready and excited to learn.

We have a unique learning approach at Shevington. We have developed a curriculum and learning approach (SAIL) that enables the students to develop agency and ownership of their learning. We also use technology to enhance the learning experience through Google Classroom and all students use devices in lessons.

Our enthusiastic and dedicated team of teaching staff, support staff, leadership staff and our trainees come together every day of the academic year with one collective goal; to help every one of our students enjoy, thrive and flourish at their school.

Our Students

The opportunities on offer at Shevington are incredible; multiple sports teams, annual drama productions, music celebrations. All students have the chance to take part, whatever their level. We also offer trips abroad to France, Spain and China to help the learning of a modern language, London to soak up the cosmopolitan culture or opportunities to go Skiing, snowboarding or, closer to home, participate in the Duke of Edinburgh's award and explore our beautiful county. We believe this balance of academic study and life experience is integral to getting the most out of school.

Our Staff

Our teachers, support staff and governors play a huge part in our community here at Shevington High School. Each and every one of them helps in daily support, encouragement, teaching and development of each and every one of our students.

Investing in Your Career Development

Shevington High School is committed to developing all staff and providing career opportunities and pathways. It is vital that we encourage staff to be reflective and then assist them in becoming outstanding practitioners. We are a Global Laboratory School and work within a network of schools nationally and internationally.

We provide extensive opportunities for non-teaching staff and invest in our staff well-being as we want to be an outstanding employer.

What can Shevington High School offer you:

As well as offering a competitive salary and the support of a dedicated and committed staff team. Our employees also benefit from



We are looking to appoint talented individual who can build on our current success and support our ambitious vision for the future. If you are interested in joining our team please submit an application.

We look forward to hearing from you

Safeguarding & Inclusion Officer

**Permanent full-time (37 hrs per week)
Term-Time plus 2 weeks**

**Salary: Grade 7 (scp 20-25)
£31,205 – £34,963 per annum Pro Rata
(pay award pending)**

Required September 2024

**Closing date: 28th June 2024 12 noon
Interviews: TBC**

Application forms to be returned to Mrs L Thompson
ltompson@shevingtonhigh.org.uk

Early applications are encouraged as eligible candidates may be invited to the interview stage on a rolling basis and we may appoint before the stated closing date.

The Governing Body are seeking to appoint a new Safeguarding & Inclusion Officer to support our continuous improvement.

You will be the main link between Shevington High School and other agencies in conjunction with the Designated Safeguarding Lead, promoting a strong culture of safeguarding across the school, working closely with students and their families and external agencies.

You will work alongside the pastoral team and report directly to the Designated Safeguarding Lead for this crucial role within our school community.

The successful candidate will be a strategic, self-motivated, enthusiastic and proactive individual who will work alongside the Safeguarding Lead and liaise with the Pastoral Team on caseloads primarily reporting to the Designated Safeguarding Lead, but also to Governors and therefore will be expected to attend some Governing Body Meetings in the evenings. You will be the main support to the designated teacher for CLA students and be instrumental in promoting the progress and development of these students.

A full job description and person specification is included within this pack.

The work location is primarily school based, but home visits may be required on occasion, so the use of a car is essential for the role.

As a Safeguarding & Inclusion Officer you will take responsibility for:

- Supporting the DSL in ensuring full compliance with legislation and statutory guidance, and fostering and promoting a robust culture of safeguarding throughout the School
- Management of individual pupil safeguarding concerns, referrals and cases at the DSL's request and supervision and liaising with pastoral team
- Liaising with statutory and non-statutory agencies, students, parents and staff
- Attending, facilitating and leading meetings with external agencies including social workers and child protection professionals
- managing safeguarding caseloads
- on a daily basis working with parents/carers and staff on matters of safeguarding, child protection and well-being
- be a great source of support, advice and expertise in the team
- Maintenance of accurate safeguarding records of CPOMS (under DSL's supervision), to include daily review and triage of individual cases, delivering staff training in person, preparing and delivering reports, sometimes in person, for senior staff groups including the Governing Body
- Contributing to the annual review of safeguarding and termly reports to the Governing Body and assisting in the creation and fulfilment of specific action plans
- Contacting the previous schools of all students new to Shevington High School to seek information on issues relating to pastoral or safeguarding concerns; recording their responses; pursuing non-respondents; and maintaining all related records and archives.
- Transfer of safeguarding files from previous schools and providing receipts, and for sending the safeguarding file of a pupil who leaves the School and moves to a different educational establishment promptly.
- Under the DSL's oversight, maintaining the central School logs for safeguarding, bullying, protected characteristics and mental health issues (from CPOMS)
- Administration of the review (at appropriate intervals) of the cases of individual pupils who have safeguarding files, safety plans, or who have been involved in bullying in the past;
- Checking of school trip lists for pupils with safeguarding or other pastoral concerns, creating bespoke reports for trip leaders and liaising directly with them as required
- Updating staff on any changes to KCSIE, the Safeguarding & Child Protection Policy and other relevant policies.
- Creating resources as requested by the DSL, and ensuring that safeguarding publicity materials are up-to-date (for example posters, business cards)
- Delivering safeguarding training as required.
- Ensure CLA transition arrangements are in place and are effective.
- Write reports and attend meetings pertaining to every CLA.
- Establish, develop and monitor personal education plans with social care representatives, designated teachers and families of CLA.
- Co-ordinate CLA, medical activities, meeting with health professionals when appropriate.

Shevington High School

Safeguarding & Inclusion Officer

Job Description



Job purpose:	<p>Under the direction of the Safeguarding Lead to the role of the Safeguarding and Inclusion Officer is to work closely with children and their families, encouraging cooperation, communication and understanding between the school and home.</p> <p>The Safeguarding and Inclusion Lead will be a key part of the school community, leading the co-ordination of safeguarding concerns, managing caseloads and referrals including attending, facilitating and leading meetings with external agencies including social workers and child protection professionals.</p> <p>You will be the main link between Shevington High School and other agencies in conjunction with the Designated Safeguarding Lead, promoting a strong culture of safeguarding across the school.</p> <p>Lead on CLA students and work closely with the designated teacher and external agencies to improve life chance of the students.</p> <p>To be available to support the personal welfare of all members of the school community with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.</p>		
Reporting to:	Designated Safeguarding Lead and Headteacher		
Responsible for - Staff	Supervision of pastoral/inclusion staff. Liaise with and work in conjunction with the multi agency team.		
Liaising with:	Designated Safeguarding Lead, Headteacher, Pastoral Team, Governors, teaching and non-teaching members of staff, students, Local Authority, outside agencies and other stakeholders to school/community.		
Grade of post:	G7	Gauge ref:	A23318
Disclosure level:	Enhanced		
Working Pattern	37 hrs per week term-time plus 2 weeks		

Job Outline	
<ul style="list-style-type: none"> • To manage the school safeguarding function and effectively formulate aims and objectives which are relevant to the needs of the school and students. • To develop, monitor and implement appropriate strategies for the pastoral care function within the school. 	

Job Outline

- To develop, maintain and implement robust systems in order to record relevant information and to have responsibility for child protection documentation.
- Demonstrate and implement a culture of listening to students among all staff, ensuring that students' feelings are heard and that the school puts measures in place to protect them
- Support with whole school training and advice, ensuring all staff are being highly alert and vigilant to safeguarding concerns and potential risks
- Ensure there are quality child protection policies and procedures in place to monitor, review and evaluate arrangements for the protection of students, including the review of record keeping and systems within the school
- Work with the relevant senior manager to identify students who are vulnerable and to formulate appropriate plans to achieve aims.
- Liaise with external professionals, teachers and parents whenever necessary, ensuring robust and efficient information sharing between professionals is swift and effective
- Support Early Help Assessment (EHA), Team Around the Family (TAF), Child in Need (CIN), Child Protection (CP) with processes and referrals.
- Attending meetings when required and lead on support plans to meet all safeguarding needs and record the actions
- Undertake case reviews to ensure efficient safeguarding procedures are being followed in a timely and effective manner and provide training where appropriate
- Alert the designated safeguarding lead of any safeguarding concerns and support in referring vulnerable students to the appropriate support services.
- Acting as a DDSL, be the safe person for students who feel under threat from others, or students who may be experiencing difficulties, especially supporting the care of students where their living arrangements are at risk of breakdown
- Provide supervision during and after school where necessary, including the supervision of students that have been removed from class due to behaviour or well-being issues
- Oversee and manage case load of students who have safeguarding concerns, liaising with professionals, parents and school staff regularly to ensure the safety and wellbeing of the child
- Meet with key students on caseload regularly and provide appropriate interventions of support
- Provide professional supervision to pastoral staff who work closely with children with safeguarding concerns
- Maintain accurate, confident, and up to date documentation on all cases, support pastoral leaders to do the same and always uphold excellent communication with leaders
- Regularly attend relevant training, development events and forums to keep up to date with role skills, student assessments and interventions that are in place
- Engage in Section 175 safeguarding audits and respond proactively to advice from governors and other professionals
- Ensure all new admissions child protection files are transferred from the previous school and all relevant information is shared and actioned
- Support with the safeguarding of all leavers
- Investigate incidents, collect, and collate statements to pass on to the relevant parties including social workers and police.
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Job Outline
Other Specific Duties
<ul style="list-style-type: none"> • To contribute to the development of effective links with partner schools, the community. • To actively develop, implement and promote and adhere to the policies, procedures and values of the school and Wigan Council. • To cooperate with LA in order to develop effective and mutually supportive working relationships. • Provide formal counselling/mentoring where appropriate. • To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities. • To undertake Health and safety training on areas within your remit. • To carry out the duties in the most effective, efficient and economic manner available. • To continue personal development in the relevant area. • To participate in the staff review and development appraisal process. <p>Health and Safety Training</p> <ul style="list-style-type: none"> • Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties. • To undertake Health and Safety Training on areas within area of work.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification / Selection Criteria

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	E		A, I, R
Knowledge of relevant procedures and legislation in safeguarding and child protection and the ability to apply this practice	E		A, I
Ability to liaise effectively with other professionals in and out of the school and with parents/carers	E		A, I, R
Previous experience using information systems within schools e.g. CPOMS	E		A, I
Evidence of Continuous Professional Development	E		A, I, R
Significant proven experience of showing management/supervisory skills		D	A,I,R
Experience of working within field of safeguarding, its complexities and child protection issues	E		A, I, R
Experience of working with local authority bodies or other organisations.		D	A, I
Experience of managing robust record keeping	E		A, I, T

B. Training and Qualifications

	Essential	Desirable	Source
Relevant professional qualifications which support the expertise of the safeguarding field (i.e. Social Services) Appropriate child protection training.		D	A, I, R
Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales		D	A
Evidence of participation in regular professional development and further professional study	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different pupil behaviours	E		A, I
Understanding of the main challenges for students in the secondary sector	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Excellent ICT, organisational, time management and admin skills	E		A, I
Ability to maintain confidentiality	E		I
Adaptable and diplomatic approach to a diverse range of situations	E		A, I
Willingness to be flexible to work outside the normal working pattern when required	E		A, I
Very high level of negotiating and communication skills to deal with a wide range of people and problems	E		A, I, R
Ability to manage a number of caseloads at the same time	E		A, I
Set high expectations which inspire, motivate and challenge students.	E		A, I
Understanding of SEND policies and procedures.		D	A, I
High quality people skills to manage difficult situations and challenging behaviour in a professional and sensitive manner which demonstrates support and mutual respect.	E		A, I
Able to effectively communicate with students, parents, staff and excellent written and oral communication skills	E		A, I
Able to act on own initiative and to prioritise workload taking timely and effective action where required.	E		A, I
Ability to demonstrate an understanding, awareness, and empathy for the needs of the students within school and how these could be met	E		A, I

To be a leader of Safeguarding by, professionally demonstrating, promoting, and encouraging effective staff and student well-being at all times	E		A, I
Takes timely and effective action where required.	E		A, I
Commitment to undertake in-service development including courses leading to relevant safeguarding or child protection qualifications if necessary	E		A, I
Able to work well under pressure	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

As a school we are fully committed to safeguarding and promoting the welfare of students and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS and pre-employment checks.