

**JOB DESCRIPTION****Post details:**

<b>Job Title:</b>	<b>Engagement &amp; Safeguarding Manager</b>
<b>Grade:</b>	<b>SO2 Point 26 - 28</b>
<b>Department:</b>	<b>Woodbridge Park Education Service</b>
<b>Division/Section:</b>	<b>Children and Adult Services</b>
<b>Line Manager:</b>	<b>Designated member of ELT / SLT or TLR post-holder</b>
<b>Working Hours</b>	<b>36 hours per week term time only, fixed-term 2 year contract</b>

**Main purpose of the job**

This post will play a key role in the development of students' behavioural, social and emotional development, including working with individuals, small groups and staff members. To be responsible for the day-to-day management of behaviour systems, staffing an on-call duty rota and leading staff briefings in relation to behaviour and safeguarding concerns. To support the Senior Designated Person for Child Protection and Safeguarding as required. To work under the supervision of the Teachers responsible for Behaviour at the KS4 Centre.

**Supervisory responsibility**

Depending on the site this could be up to 12 Teaching Assistants as and when required

**Main responsibilities and tasks**

- To work closely with students who need support in developing appropriate behaviours that allow for positive interaction in the classroom and around the nominated Site and that supports engagement in learning.
- To work as part of a supportive team across the Centre where the focus is to support student progress in all aspects of academic and personal development.
- To deliver small group work and one to one sessions that support improvement in student behaviour and prepares them fully for school life

**Key Responsibilities**

- To support the centre through the day-to-day management of pupil engagement and behaviour by:
  - Providing the main on-call function of the school

- Following up and investigating behaviour incidents
  - Operating the agreed behaviour, sanctions and rewards policy
  - Leading staff briefings to feedback on behaviour management and pupils
  - To make contact with parents and agencies about pupils as and when needed or directed
  - Checking that incidents are logged on SIMS and MY CONCERN and that these platforms are well maintained and kept up to date
  - oversight and management of the pupil passport process and for collating all information and guidance around the needs of pupils
  - To support the role of the lead TA in their absence by supporting the establishment of the day plan if required and directing TAs throughout the day under guidance of senior leaders
  - Report back to SLT of the centre throughout the day and provide any written reports on behaviour and attendance as required
  - Liaising with external agencies as and when required
- To support the Designated Person for Child Protection & Safeguarding by:
    - Collating information
    - Supporting the management of the MY CONCERN system
- To support senior leaders with the management of systems for pupil attendance including:
    - Liaising with admin staff to ensure that weekly reports for SLT are compiled and are accurate
    - CFANS for attendance are sent in to EWS in a timely manner
    - Managing any attendance target meetings with parents / carers and liaison with EWS as directed by senior staff
- To formally meet with students returning from exclusion.
  - To support any enrichment or intervention programmes by being responsible for planning and delivering relevant sessions with pupils
  - To provide cover for absent teachers by overseeing classes as they complete the cover work left
  - To attend team meetings and to inform staff of developments and progress where appropriate
  - To liaise with the other key staff regarding learning strategies
  - Setting up and leading out focus groups
  - To develop individualised programmes for targeted young people at the Centre
  - Tracking behaviour of more vulnerable students so that clear evidence can be obtained on progress – again using an agreed format
  - Maintain regular contact with parents/carers of the student receiving support, to encourage positive family involvement in the student's behaviour and to communicate with home regarding results gleaned from behaviour monitoring
  - Where appropriate, to support reintegration into mainstream school through:-
    - Collating a discreet behaviour feedback form for schools that will enhance their knowledge of the student and assist with the successful transition.
  - Assist with the production of oral and written reports to the SLT and the Management Committee on behaviour, safeguarding and attendance
  - Establish effective communication channels that allow all involved agencies to be aware of the academic, social and emotional support available for students.

- To carry out any reasonable task requested by a senior member of staff

**Collaborative Working**

- Work with the SENCO and other pastoral staff to address the needs of disadvantaged students, SEMH and SEN students
- To keep abreast of appropriate developments and initiatives relevant to the duties of the post and to attend local and national training as appropriate, including Mentoring Network/Multi Agency/external LA training meetings as and when required.

**Monitoring and Evaluation**

- Assist with the development and implementation of an effective Service monitoring and evaluation strategy to enable the Service to assess whether its programme is meeting its objectives and targets.
- Support and contribute as required to the monitoring and evaluation of the Mentoring Programme and effective transfer of student information from Mainstream Schools to WPES

**LA Standards**

**Equal Opportunities**

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety**

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality**

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding**

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Signatures – Postholder and Line Manager**

Signed.....  
Postholder

Dated:.....

Signed.....  
Manager

Dated:.....

The duties of this post will change and develop over time. It is the postholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

Although the Job Description links the post holder to be based at a particular centre, the headteacher can, with prior notification and consultation, re-locate the postholder to a different centre, to fit the needs of the service at any particular time.