

## Job Profile & Person Specification – Safeguarding, Behaviour and Inclusion Assistant

### Job Profile

<b>Contract:</b>	Term-time 37 hours per week/39 weeks (0.8744 FTE)
<b>Annual Leave:</b>	Post holder works 39 weeks per year during term time but is paid for 45.64 weeks per year to account for holiday entitlement.
<b>Pay Scale Range:</b>	NJC Outer London scale point NJC15 (£32,931) to NJC22 (£36,522) - actual salary: NJC15 (£28,796 – FTE 0.8744) to NJC 22 (£31,936 – FTE 0.8744) Scale point on appointment will be dependent on experience.
<b>Responsible to:</b>	Safeguarding and Inclusion Manager
<b>Line Manager to:</b>	N/A
<b>Key Relationships:</b>	All staff and students
<b>Location:</b>	St Andrew the Apostle School

### Core purpose

To provide pastoral assistance to students and support the implementation of student support systems within the school, specifically those related to safeguarding, behaviour and inclusion

### General Responsibilities (all staff)

- Perform duties and attend meetings as reasonably required.
- Participate in the School's performance management scheme.
- Undergo in-service training where required.
- Contribute to the school's pastoral system.
- Observe and implement current school policies and good practice.
- To contribute to the overall ethos/work/aims of the school.
- Carry out such particular duties as the Headteacher may reasonably direct from time to time.

### Specific Responsibilities

- To support and manage concerns relating to behaviour and attitudes including:
  - Supporting students on behaviour reports
  - Managing feedback to parents and pastoral leaders about student behaviour

- Managing investigations into behaviour incidents
- Support school culture within individuals such that they consistently following the school's code of conduct of 'ready, responsible and respectful'.
- To coordinate the referral room and detentions
- To prepare reports and necessary paperwork for HoY and or Senior Leadership Team re: student needs, as necessary.
- To manage appointments with external agencies
- To manage students of concern information
- To create and maintain student files and chronologies
- To manage the administration for CAFs, MASH referrals, Social Services follow up, Lead Professional duties, CIN meetings, CP meetings
- To develop relationships with external agencies and parents.
- To target, organise, run, measure and report back on individual and small group pastoral interventions:
  - Girls' group
  - Boys' group
  - Anger management
  - Self esteem
  - Friendship
  - Issues
  - Family
  - Issues
- To perform break and lunch duties

## Support for the School

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures.
- Contribute to the overall ethos, vision and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.

Participate in training and other learning activities as required

## Person Specification

*E = Essential, D = Desirable*

<b>Experience</b>	
Experience of safeguarding systems in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>• Building relationships with children and their parents, particularly the most vulnerable</li> <li>• Working and communicating effectively with relevant agencies</li> <li>• Implementing and encouraging good safeguarding practice throughout a team of people</li> </ul>	E
Demonstrable evidence of developing and implementing strategies to help children and their families	E
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	D
<b>Professional Knowledge</b>	
Academic or Vocational qualifications at Level 3, ideally in a field relevant to the role	E
Level 2 or 3 Safeguarding Qualification (dependent upon previous experience the school can provide education based appropriate training if necessary).	D
Detailed knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	D
<b>Skills, Abilities and Professional attributes</b>	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E
Awareness of local and national agencies that provide support for children and their families	D
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
Good IT skills, including previous use of CPOMS and Bromcom if possible.	D
Ability to manage own time effectively	E
Ability to work under pressure and prioritise effectively	E
Ability to adhere to working procedures and policies within the school environment.	E
Ability to operate as part of a team or individually as required.	E
Ability to relate well to children and adults.	E
Patient, flexible and adaptable	E
A commitment to supporting learners with individual academic and welfare needs.	E
Commitment to equality	E

### Notes

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*