



St Ursula's Convent School

A Humanities College and Teaching School

SAFEGUARDING & WELLBEING MANAGER

Maternity cover up to December 2023

Accountable to	SLT
Grade	PO1 (scale point 27-30)
Salary	£36,138-£38,607 pro rata
Hours	35 hours per week
Weeks	39 weeks per year (term time + INSET)

JOB DESCRIPTION

Responsibilities

Working under the direction and line management of an Assistant Headteacher.

This job description should be read in conjunction with 'Annex B – Role of the Designated Safeguarding Lead' in Keeping Children Safe in Education (2022)

Safeguarding

- To take a lead role in the school's Safeguarding Team as a Deputy Designated Safeguarding Lead and to be the first point of contact when issues arise
- To take a lead role on Wellbeing management within the school
- Monitor mandatory safeguarding training for all staff and alert the DSL of any training gaps to be addressed. Source and deliver training as appropriate
- To work with the DSL to ensure that the safeguarding policies and related policies and procedures are followed
- To keep up to date with legislative, policy and guidance developments in safeguarding
- Continually monitor records, ensuring confidential files are maintained with sufficient detail and that actions are completed and logged for all safeguarding related activities.
- To contribute to the analysis of safeguarding data and help to produce reports, making recommendations to inform practice, processes and systems
- To liaise with the school's Attendance Officer regarding safeguarding
- To liaise/meet with other schools and outside agencies (e.g. Early Help team, CAMHS etc.) as necessary to facilitate PEPs, CP, CIN and school transfers as necessary (in consultation with AAHT/AHT/SENCO).
- Conduct regular assurance audits within the school to ensure effective safeguarding principles and practices are embedded.
- Implement strategies and processes to promote online safety, recognising the additional risks that children with SEN and disabilities (SEND) face online.
- Refer cases of abuse to local authority children services, cases of radicalisation to Channel and cases where a crime may have taken place to the police.

Pastoral Care

- To be 'on call' to respond to pastoral issues, investigating and ensuring a resolution
- To support with monitoring
- To support with pastoral detentions alongside other members of the pastoral team.
- To make contact with home and conduct parental meetings as necessary, maintaining SIMS logs of parental contact.
- To support Form Tutors and SLT in liaising with parents/carers about pastoral concerns and ensuring a resolution.
- To support with the induction of new students who are admitted in-year
- To support in managing work for inclusions, exclusions and long-term absence

General

- Act as a source of support, advice and expertise for all staff
- Line manage the R&R team
- To uphold the Catholic Ethos of the school
- To contribute to the whole school wellbeing action plan
- To take part in/help organise Parents' Information Evenings, assemblies, rewards trips, enrichment delivery and other school events as required
- To support with pastoral issues, providing strategies to resolve issues
- To organise and support assemblies, including rewards assemblies
- To oversee pastoral displays and make contributions to school newsletters

Administrative

- To help maintain complete and accurate student records
- To undertake the provision of general administrative and organisational services related to pastoral and safeguarding as needed.
- To write detailed reports, complete returns and compose complex letters.
- To manage the schools CPOMs system

Other

The Safeguarding & Wellbeing Manager may be required to undertake any other reasonable tasks as required by Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

**ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION
SAFEGUARDING & BEHAVIOUR MANAGER**

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general standard of education. • Relevant and evidenced experience in safeguarding • Thorough understanding and experience of implementing statutory safeguarding guidance and policies 	<ul style="list-style-type: none"> • Educated to degree standard • Hold GCSE Maths and English, or equivalent. • Recent CPD in behaviour management and/or pastoral care • Level 3 safeguard training
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience of working with children and young people, preferably within an educational setting • Experience of working in a role that includes safeguarding • Experience of behaviour management in a school or social care setting • In-depth knowledge of relevant statutory legislation, policy and good practice in respect of safeguarding children in education. • Familiarity with policies concerning Health & Safety, AEN and Equal Opportunities • ICT skills including experience of Microsoft Office • Administration and systems (records) management skills 	<ul style="list-style-type: none"> • Previous experience working as a DSL or DDSL • Knowledge of the school SIMS system. • Experience of working with external agencies. • Experience of using safeguarding software
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Ability to de-escalate situations of conflict and deal with emotionally distressing matters in a calm and sympathetic manner. • Ability to communicate and engage with young people effectively. • Build effective relationships both internally and externally. • Able to work closely with colleagues to create a strong, coherent and highly functioning team • The ability to develop and implement effective systems to share information. 	<ul style="list-style-type: none"> • Desire and potential to progress to further promotion • Experience of line managing an individual or small team

	<ul style="list-style-type: none">• The ability to make a proactive contribution to the work of the pastoral team supporting students, families and carers.• Able to work effectively under pressure and remain calm• Good organisational and prioritising skills.• Ability to organise own work schedules and effective time management skills• Willing to undertake relevant training to develop performance• Flexibility and willingness to work outside core office hours as required• Awareness and commitment to equality and diversity, health and safety and safeguarding.• Supportive of the School's Catholic Ethos	
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