



Job Description – Safeguarding and Medical Needs Manager

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| Title: | Safeguarding and Medical Needs Manager |
| Responsible to: | Designated Safeguarding Leader (to include Medical Needs) |
| Salary: | Actual Salary Pro Rata'd Level 5/6 £26,839.10 - £29,646.80 {FTE Salary (point 27.1 – 31.0) £29,814.00 - £32,933.00} plus Special Schools Allowance £1,183.80 {FTE £1,315.07} |

Purpose of the Job

To provide support for Designated Safeguarding Leader (to include Medical Needs) and ensure that children's needs relating to safeguarding and well-being are prioritised and embedded with the schools strategic planning of day to day operations.

- Supporting and enhancing the practice of others
- Monitoring effective intervention and support for the vulnerable groups of pupils
- Ensuring high standards of conduct, and promoting a safe positive climate within the classrooms
- Managing accurate training records and documentation relating to safeguarding and medical needs in accordance with school policies
- Undertaking the role of DDSL and supporting the safeguarding team, through preparation of agendas and minutes
- Be an active member of the safeguarding team to provide admin support.
- Working alongside the DSL, ensuring there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at Arbour Vale School and support vulnerable families

The following responsibilities provide the overall strategy and remit of the post holder. It will be supplemented on an annual basis with a 'job plan' that lists the key impact and outcomes sought in the year and linked to a CPD plan.

Main Duties and Responsibilities

Child Protection and Safeguarding

- To implement Arbour Vale Schools child protection and safeguarding policy and procedures including procedures for reporting and referring safeguarding concerns
- Encourage good practice by promoting and championing the child protection policy and procedures to pupils, staff, parents/carers and Governors
- Respond appropriately to disclosures or concerns which relate to the well-being of a child
- Contact with parents/carers about safeguarding concerns and referrals as agreed by the DSL
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection
- To initiate and refer pupils to outside agencies and co-ordinate referrals
- To liaise with school staff in initiating multi-agency referrals for pupils
- Write reports and attend strategy/core group/child in need/multi-agency meetings and conferences
- When appropriate, to act as lead professional and co-ordinate Team Around the Family meetings

Attendance

- To assist the Attendance Officer in monitoring attendance on a whole school, class and individual/family basis, identifying pupils who are “at risk” as well as any patterns of absence/lateness
- To support the Attendance Officer in devising and implementing intervention strategies to address poor attendance and to implement strategies to celebrate excellent attendance

Family Support and Information

- To support parents/carers of children with signs of social, emotional, health or behavioural issues and together with school staff and other support agencies put in place strategies to support these pupils to ensure they can engage effectively in their learning and wider life of the school
- In partnership with parents/carers, identify the need for support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with the issues arising
- To provide impartial information to parents/carers about relevant local services available to children and families including those provided by education, social care, childcare providers, the voluntary sector and others
- To liaise with teachers, TA's and parents/carers to ensure the safety and well-being of our pupils, including informing parents of any concerns and action taken with support from the DSL where appropriate
- Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children

Medical Support

- The regular checking of medicine cupboards, bum-bags, first aid boxes
- Checking and signing in of medication onto site
- Student welfare including student illness and First Aid

- Regular meetings with medical professionals, ensuring overview of all students medical needs
- Manage school filing systems for medical information
- Organising the immunisation programmes

Accountabilities

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children Services as required, some of which may take place out of normal working hours
- Ensure all documentation is accurate and filed appropriately using agreed school systems
- To maintain confidentiality at all times
- From referrals, develop a register of students who are “At Risk” or have child protection plans
- To adhere to the schools policies as outlined in the staff Code of Conduct

Enhancing the practice of others through:

- Monitoring to ensure that teachers and other staff are aware of the safeguarding and medical needs of their pupils and that EHCPs and PLPs reflect these
- identifying and promoting innovative and effective strategies to meet pupils’ needs
- modelling effective strategies to promote a positive climate for learning

Management responsibility

In partnership with the Phase Leader:

- To support with the deployment of staff expertise to ensure the safety and well-being of pupils
- To support with the correct deployment of staff with medical training

All staff are required to:

- Co-operate with other members of staff as required in a positive, helpful and friendly manner, taking care to ensure that the best use is made of the School’s time and resources in resolving the needs of the School – pupils and staff.
- Comply with the requirements of all current legislation, including:
 - Health and Safety at Work
 - Data Protection
 - Freedom of Information
 - Equal Opportunities and Discrimination
(as far as these apply to employed persons at work)
- Undertake such training as considered necessary to attain and maintain the skills necessary to fulfil the requirements of the post.

- Take an active part in own Annual Appraisal and Performance Reviews/Supervision, as required
- Travel as required on meeting the needs of the above responsibilities.
- Carry out such other duties as may reasonably be required and assigned by the Line Manager or the Principal

Post Holder's Signature:

Date:

Line Manager's Signature:

Date:

Arbour Vale school and Orchard Hill College Academy Trust (OHCAT) are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment therefore an enhanced DBS check will be required for these positions.