



# Inclusion and Safeguarding Officer

## Sir John Leman High School



## Job Description:

### **Role Purpose:**

- To support vulnerable and dysregulated students
- To work collaboratively with colleagues in our Connect provision, Reflection Room and SEND team to ensure all students are regulated, supported and able to re-engage positively in learning.

### **Key Responsibilities:**

- Provide one-to-one and small group support for students who are dysregulated, supporting them to regulate emotions, reflect on behaviour and re-engage with learning.
- Support the work of the Connect provision by delivering targeted interventions and providing consistency for students with social, emotional or mental health needs.
- Supporting students in the Reflection Room, ensuring they complete restorative and reflective activities and are prepared for reintegration.
- Assist the safeguarding team by monitoring, recording and responding to safeguarding concerns in line with school policy and statutory guidance.
- Support the SEND team by contributing to plans and adjustments for students with EHCPs or additional needs.
- Promote and model the Leman Nine routines and the school's trauma-informed, restorative ethos in all interactions with students.
- Work closely with parents, carers and external agencies to ensure coordinated support for students.
- Maintain accurate records of interventions, behaviour incidents and safeguarding updates using the school's recording systems.
- Contribute to Pastoral Support Plans, reintegration meetings, and multi-agency meetings as required.

### **Safeguarding Responsibilities**

As part of the safeguarding team, the postholder will support the Designated Safeguarding Lead and Deputy DSLs by maintaining accurate safeguarding records, following up on welfare concerns, attending meetings and ensuring that all statutory responsibilities are met. The successful candidate will be expected to demonstrate sound professional judgement, discretion and confidentiality at all times.

*Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.*

### **All school staff are expected to:**

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation
- available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



## Person Specification

Essential criteria	Desirable criteria
<b><u>Qualifications and education:</u></b> <ul style="list-style-type: none"><li>GCSE English and Maths grade C (4) or above</li></ul>	<ul style="list-style-type: none"><li>Certificate in Safeguarding for Designated Leads (DSL qualification)</li><li>Training or qualification in trauma-informed, therapeutic or restorative approaches</li></ul>
<b><u>Experience and knowledge:</u></b> <ul style="list-style-type: none"><li>Experience of working with secondary school students, particularly those with behavioural, emotional or SEND needs</li><li>Good understanding of safeguarding procedures and the ability to follow them confidently</li><li>Ability to maintain accurate records using safeguarding or pastoral systems</li></ul>	<ul style="list-style-type: none"><li>Experience working within an SEMH or regulation provision.</li><li>Experience of multi-agency work and contributing to Early Help, Child in Need or Child Protection processes</li><li>Experience of analysing behaviour or attendance data to inform interventions</li><li>Knowledge of SEND and EHCP processes.</li></ul>
<b><u>Skills and behaviours:</u></b> <ul style="list-style-type: none"><li>Strong communication, interpersonal and de-escalation skills; ability to remain calm under pressure</li><li>Commitment to inclusive practice, emotional wellbeing and restorative approaches</li></ul>	
<b><u>Professional development:</u></b> <ul style="list-style-type: none"><li>Willingness to undertake any training offered, relevant to the role</li></ul>	