**Job Description:**

**Inclusion Manager**

**Complementary Education Service**

Complementary Education works in partnership with schools, families, health, CAMHS and other agencies to raise the achievement of and support the continuing education and re-integration of vulnerable children, sick children and children missing education.

**Job Purpose**

To work with other safeguarding leads to ensure consistency of safeguarding procedures across the Service, attend safeguarding reviews and ensure that recommendations and agreed actions are actioned, recorded and monitored.

To undertake annual training and CPD for designated safeguarding leads

To offer reintegration support for children and young people who are ready to return to their school settings following an agreed period of support.

To liaise with schools and external professionals in ensuring key staff are informed of pupil needs, prior learning, progress and attainment.

To help develop pupil’s social and emotional skills and build their resilience in re-engaging with their school settings.

To contribute to the management and development of reintegration and transitional arrangements.

**Key duties**

* Proactively promote safeguarding to ensure that it is at the forefront of Service activity
* Lead on the day-to-day management of safeguarding and high-level pastoral cases, working closely with other nominated DSLs (Designated Safeguarding Leads)
* Liaise with external organisations, including the police and children social care in consultation with other DSLs, where appropriate acting as the Service’s point of contact with these agencies
* Liaise with the LADO (Local area Designated Safeguarding Officer for Safeguarding) as directed by the Service Lead and DHT.
* Assist in updating all safeguarding policies and documents ensuring that these reflect the most up to date regulations framework & advice and best practice
* Act as a nominated DSL, maintaining up to date training and maintaining a very high degree of visibility to and availability for staff and pupils to meet as required
* Liaise closely with other DSLs to ensure that information is effectively shared within the team
* To ensure that safeguarding records are regularly reviewed, maintained, updated and appropriate follow-up action is taken, supported by robust administrative processes and liaising with other staff.
* To carry out an audit of all safeguarding files.
* Oversee the appropriate and effective use of care plans for vulnerable pupils, ensuring that these are regularly reviewed and updated
* Apply the thresholds framework for identifying levels of concern and appropriately managing cases in line with Local Authority and Government guidance
* Implement a low-level concerns policy in relation to pupils to ensure that concerns are identified, patterns are identified and emerging issues addressed at an early stage
* Attend regular school Safeguarding Meetings, working closely with the other DSLs
* Deliver high quality, relevant and effective safeguarding and

safeguarding related training for staff, pupils, parents and external partners, as required

* Collaborate with DSLs in the audit and review of current safeguarding systems and practice across the Service, participating actively in internal and external reviews
* Analyse data on a regular basis to highlight trends with SMT and other staff as appropriate and promote effective, evidence-based responses across the school.
* Engage actively with pupils to ensure that Pupil Voice plays an important role in informing the Service’s work in this vital area and that policies and practices are presented in a pupil friendly manner and to ensure that pupil views and concerns related to safeguarding concerned are heard and responded to
* Write reports on behalf of the Complementary Education Service for Child Protection and Child In Need meetings.

**Support for Pupils**

* Promote inclusion and acceptance of all pupils
* Provide consistent support to all pupils, responding appropriately to individual pupil needs
* Encourage pupils to interact with others and engage in activities led by teaching staff in mainstream schools and in the Service teaching base at Pinefield Centre
* Promote self-esteem and independence, employing strategies to recognise and reward achievement
* Establish productive working relationships with all pupils, acting as a role model and setting high expectations
* Develop and implement individual pastoral support and reintegration plans
* Provide feedback to pupils in relation to progress and achievement

**Support for Teaching Staff**

* Support procedures for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established Service policy

**Support for the Curriculum**

* Support the delivery of teaching and learning, effectively utilising all alternative learning opportunities to support extended individual development
* Use ICT effectively in learning activities and develop pupils’ competence and independence in its use
* Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism

**Support for the Service**

* Comply with Service policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person and or services (as named in the policy concerned)
* To offer advice and support in developing a wide range of strategies to promote students’ emotional health and wellbeing
* Be aware of and support diversity and ensure that all pupils have equal access to opportunities to learn and develop
* Contribute to the Service ethos, aims and development/improvement plan
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches
* Attend and participate in regular meetings as appropriate
* Participate in training and other learning activities as required
* Establish own best practice and lead specialist area and use this to support others
* Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to service policies and procedures and within working hours
* Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities
* To offer feedback, support and advice to parents and carers through review procedures and keeping in contact throughout casework.
* To undertake relevant and appropriate CPD identified in the Service Development Plan and through performance development reviews

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

To ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act of 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Department facing court proceedings

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Owing to the nature of the client base, and Complementary Education’s multi-disciplinary approach, there will be times when the post holder will be expected to work in a variety of settings, and occasionally outside school hours.

The authority has approved a policy on equal opportunities in employment and copies are freely available to all employees.

All members of staff are responsible for the implementation of the Health & Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect a criminal records check will be undertaken prior to confirmation of appointment.

A casual user Car Allowance is applicable

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Prepared by:

 Name: J Baden

 Designation: Service Lead

 Date 06/05/2022