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|  | **CITY of SHEFFIELD****JOB DESCRIPTION** |
| **CHILDREN AND YOUNG PEOPLE’S DIRECTORATE** | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **SCHOOL** |  |
| **POST TITLE** | **STUDENT WELLBEING TEAM – Designated Safeguarding Deputy and lead responsibility for meeting health needs** |
| **ROLE PROFILE** | **LD4** |
| **JOB NUMBER** | **SCH/BP/LD/012/P** |
| **GRADE** | **6** |
| **RESPONSIBLE TO** | **HEADTEACHER** |
| **RESPONSIBLE FOR** | **Supervision of TA’s in Inclusion Team. In partnership with Assistant Headteacher for Pathway and Deputy Headteacher for Quality of Inclusion, implementation and monitoring of students health needs across school (more than one site)** |
| **HOLIDAY AND SICKNESS COVER** |  |
| **PURPOSE OF JOB** | **UNDER AN AGREED SYSTEM OF SUPERVISION: TAKE A LEAD ROLE WITHIN THE SCHOOL TO ENSURE THE SAFEGUARDING OF CHILDREN AND SUPPORT FOR LOCAL FAMILIES IN ACCESSING SERVICES** |
| **RELEVANT QUALIFICATIONS** | **MEET HIGHER LEVEL TEACHING ASSISTANT STANDARDS OR EQUIVALENT QUALIFICATION OR EXPERIENCE****EXPERIENCE OF SAFEGUARDING, MANAGEMENT OF HEALTH NEEDS****EXCELLENT NUMERACY / LITERACY SKILLS EQUIVALENT TO GRADE C GCSE IN ENGLISH AND MATHS** |

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| **JOB DESCRIPTION FOR POST OF:- STUDENT WELLBEING TEAM – Designated Safeguarding Deputy and lead responsibility for meeting health needs (based on SAFEGUARDING LIASON OFFICER)**  |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

##### MAIN DUTIES AND RESPONSIBILITIES

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| SAFEGUARDING CHILDREN |
| 1. To work with the Headteacher in ensuring effective procedures for safeguarding children are applied in school and carry out the role of Designated Safeguarding Deputy.
2. To act as the link between all Talbot sites to ensure consistency of culture, approach and implementation of policy across school (including Post 16).
3. Make recommendations to the Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation.
4. Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures and induction is completed for new staff and keep record of training delivered.
5. Attend core group meetings on behalf of the school and undertake case management under the supervision of the Deputy Headteacher Quality of Inclusion.
6. Develop and maintain relationships with external colleagues.
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| PARENTS AND COMMUNITY |
| 1. Develop and maintain relationships with parents and carers to encourage participation in school, including maximising attendance.
2. Manage parental complaints particularly in relation to safeguarding and health needs. Assist other staff with the management of parental complaints and ensure procedures for these are followed.
3. Ensure appropriate arrangements are in place to support parents and students in the smooth transition from primary to secondary school, to Post 16 and beyond.
4. Develop and maintain relationships with external colleagues in relation to parental support. (eg Social Care)
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| STAFF SUPERVISION |
| 1. Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of students at lunchtime.
2. Manage the lunchtime supervisory staff ensuring appropriate deployment and training.
3. Work in partnership with staff to ensure the implementation of operational systems and processes designed to meet health needs.
4. Plan, source, track and deliver training across school in relation to areas of responsibility.
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| TEACHING AND LEARNING |
| 1. Help students to be able to access learning activities through specialist support.
2. Determine the need for, prepare and maintain general and specialist equipment and resources.
3. Undertake specified work to provide the delivery of short-term cover if needed.
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| SUPPORT FOR THE SCHOOL |
| 1. Comply with and assist with the development of policies and procedures relating to safeguarding / managing health needs.
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
5. Attend and participate in regular meetings.
6. Participate in training and other learning activities as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Liaise with Speech and Language Therapy service in relation to eating dysphagia and share appropriate information with staff teams / Taylor Shaw.
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| **LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE*** Manage Support Staff.
* Liaise between leaders/teaching staff and Teaching Assistants.
* Hold regular team meetings with managed staff.
* Represent support staff at teaching staff/management/other appropriate meetings.
* Undertake induction/appraisal/training/mentoring for appropriate staff in school.
* Develop and manage the school’s protocols around personal care.
* Manage supplies for personal care.
* Liaise with staff, parents and specialist nurses to develop toileting programmes.
* Liaise with external professionals to coordinate information to inform Health Care Plans.
* Plan, record and deliver whole school training in relation to lead responsibility.
* To co-ordinate training for First Aid and ensure medical and first aid equipment is maintained and fit for purpose.
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Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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|  **ISSUE DATE:**  |