

Parkwood Hall Co-operative Academy

Draft Job Description Deputy Student Liaison and Inclusion Manager

Name:

Responsible to: Student Liaison and Inclusion Manager (SLIM)

Supported by Student Administrator.

Key Tasks To deputise as the Designated Safeguarding Lead in the absence of the SLIM.

To assist the SLIM in the provision of long term support which assists the educational and social progress and welfare of the students; by working closely with the students themselves, educational staff at the school, the students' families/carers and relevant support services and agencies.

MISSION STATEMENT

'Parkwood Hall School aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'

SPECIFIC DUTIES

Through consultation with the SLIM and the School Leadership Team (SLT) to:

1) Assist and support the school's Designated Safeguarding Lead (DSL) in the following:

- Promoting safeguarding and child protection procedures and training
- Maintaining up to date policies, procedures, manuals and guidance in respect of safeguarding and child protection.
- Ensuring that safeguarding and child protection records are maintained to meet and exceed the statutory requirements.

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- 2) Assist and support the SLIM in the development of inclusive educational policies and practices within Parkwood Hall Co-operative Academy (“the school”), and to communicate and promote these policies and practices within the school community and to students & parents/carers, as well as to groups of professionals, agencies, organisations and the wider community as appropriate.
- 3) Assist and support the SLIM in managing enquiries about and visits to the school, by parents of prospective students, as well as professionals engaged in commissioning or supporting placements.
- 4) Assist and support the SLIM in managing the process of admission and induction of new students and supporting their parents through the process, including co-ordinating pre-admission arrangements, assessments and reports
- 5) Help promote and foster effective liaison and communication between home and school; taking a lead role in ensuring effective communication with parents about the education and welfare of their children.
- 6) Assist in liaison with local authority education and social services departments, health authorities and other statutory and voluntary agencies, so that students are fully supported at school and at home.
- 7) Assist and support students in addressing their social, emotional, health and welfare needs by acting as an advocate or making arrangements (in consultation with SLIM) for counselling, psychotherapy or practical support.
- 8) Assist and support the SLIM in the promotion of regular school attendance of all students and ensure that attendance registers and procedures adhere to statutory requirements.
- 9) Assist and support the SLIM in providing appropriate support for students and to facilitate their access to guidance concerning education and employment pathways after leaving Parkwood.
- 10) To participate in a system of support for families aimed at facilitating the educational and social integration of students within their local communities (e.g. youth projects, social activities etc)

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11) Assist and support the SLIM in ensuring that parents and students are fully involved and consulted during the Annual Review process, and to act as additional liaison for local authorities, social workers, etc.

13) To Assist and support the SLIM, the Principal and Strategic Leadership Team of the school with developing school policies and procedures and to contribute to the overall development and promotion of the school

14) To contribute to, and participate in, training and professional development opportunities for staff at the school.

15) To handle an agreed proportion of the SLIM service caseload; comprising an agreed number of students, and ensure that plans of work to support them are in place.

16) To maintain a general knowledge of local and national educational issues and legislation affecting the borough and its residents and schools

17) To be aware of and actively work towards overcoming discrimination on the grounds of race, sexuality, gender, disability and economic disadvantage

18) To prepare for and participate in regular supervision and performance review

19) To adhere to the academy's policies and procedures including those relating to Health and Safety

GENERAL RESPONSIBILITIES

- To ensure that any Health and Safety matters are brought to the attention of the Academy Business Manager and Principal as necessary.
- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

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- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal and/or Governing Body.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

SignedPostholder

SignedPrincipal

Date

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PERSON SPECIFICATION

Key criteria	Essential	Desirable	Assessed by
Knowledge, training and Qualifications			
GCSE Grade C (or equivalent) or above in both English and Maths	√		Form + Cert
A level (or equivalent) in English (or similar subject requiring good written communication – e.g. History, Economics)		√	Form + Cert
NVQ 3 or higher (or equivalent – e.g. degree) in Child Care, Education, Sociology, Psychology, Social Work or similar		√	Form + Cert
Parenting programme (e.g. Incredible Years, Strengthening Families, Triple P or other relevant programme)		√	Form + Cert
Knowledge of children’s developmental needs through school-based work or work with families	√		Form + Int
Knowledge of social care and childcare legislation and practice		√	Form + Int
Knowledge of safeguarding principles, legislation and practice	√		Form + Int
Knowledge of positive parenting strategies		√	Form + Int
Recent training in safeguarding and child protection		√	Form + Cert
Recent training in the role of Designated Safeguarding Lead		√	Form + Cert
Experience			
At least 2 years recent work with children and families	√		Form + Int

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Person Specification - continued			
Experience of multi-agency working	√		Form + Int
Experience of working as a Designated Safeguarding Lead (DSL)		√	Form + Int
Experience of delivering family support within a school community		√	Form + Int
Skills and Abilities			
Excellent verbal and written communication skills	√		Form + Int
Excellent interpersonal skills, showing ability to develop and maintain rapport with children and adults	√		Form + Int
Ability to work autonomously and as part of a team and to liaise with other professionals	√		Form + Int
Ability to keep records and write summary reports from a range of sources, picking out key points	√		Form + Int
Ability to chair meetings and keep notes of key actions		√	Form + Int
Ability to take initiative, work under pressure and flexibly manage own workload.	√		Interview
Good organisational and ICT skills	√		Form + Int
Ability to keep calm and respond positively in difficult or stressful situations	√		Interview
Continuous Professional Development			
Committed to own professional development and that of others	√		Form + Int