

Parkwood Hall Co-operative Academy

Job Description Deputy Principal – Safeguarding and Care

Name:

Responsible to: Principal

Supported by Assistant Student Liaison Manager, Student Administrator.

Grade L 16 – L20 plus non- resident DHT allowance £6,907

Key Tasks To act as the Designated Safeguarding Lead.

Leadership of the Waking Day provision

VISION “QUALITY OF LIFE FOR ALL”

Underpinned by a belief that everyone can enjoy a transformative quality of life, - a life that has meaning and opportunity - where any barriers to accessing education are removed and the support they receive is holistic

SPECIFIC DUTIES

Through consultation with the Principal, the Strategic Leadership Team and the Governing Body, to:

- 1) Act as the school's strategic lead for Safeguarding and Child Protection, including, but not confined to, acting as the Designated Safeguarding Lead (DSL)
- 2) Take the lead role in promoting safeguarding and child protection procedures and training
- 3) Maintain up to date policies, procedures, manuals and guidance in respect of safeguarding and child protection.
- 4) Ensure that safeguarding and child protection records are maintained to meet and exceed the statutory requirements.
- 5) Lead on the welfare and progress of, and provision for, Looked After Children in the school, including the management of the LAC Pupil Premium.

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- 6) Strategic Leadership of the Residential Team and direct line management of the Student Liaison Manager
- 7) Assist students in addressing their social, emotional, health and welfare needs by acting as an advocate or making arrangements for counselling, psychotherapy or practical support.
- 8) Provide strategic leadership on the promotion of regular school attendance of all students and ensure that attendance registers and procedures adhere to statutory requirements.
- 9) To ensure that parents and students are fully involved and consulted during the Annual Review process, and to act as strategic liaison for local authorities, social workers, etc.
- 10) To take strategic leadership for the development and implementation of the Waking Day Curriculum
- 11) To work as part of the strategic leadership team in the planning and implementation of the school improvement plan.
- 12) To report to governors on all aspects of responsibility
- 13) To act as the senior member of staff on call (not on site) one night a week
- 14) To contribute to, and participate in, training and professional development opportunities for staff at the school.
- 15) To maintain a general knowledge of local and national educational issues and legislation affecting the borough and its residents and schools
- 16) To be aware of and actively work towards overcoming discrimination on the grounds of race, sexuality, gender, disability and economic disadvantage
- 17) To prepare for and participate in regular supervision and performance review
- 18) To adhere to the academy's policies and procedures including those relating to Health and Safety

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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.
- 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.

PERSON SPECIFICATION

	CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none">• Qualified Teacher Status• Experience of working in a Special school environment• Further professional qualification in SEN• Middle Leadership experience or qualifications (NPQSL)• Senior Leadership qualifications	<ul style="list-style-type: none">• Essential• Desirable• Desirable• Essential• Desirable
EXPERIENCE	<ul style="list-style-type: none">• Successful recent senior leadership experience in a special needs environment• Work within a residential setting• Leading and managing change• Strategic leadership of safeguarding• Policy creation, implementation, evaluation and review• Leading professional development and promoting outstanding teaching and learning	<ul style="list-style-type: none">• Desirable• Essential• Essential• Desirable• Essential• Essential
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none">• Ability to lead teams of staff to affect change• Demonstrates skills of distributed leadership• Inspire and model the school values and lead	<ul style="list-style-type: none">• Essential• Essential• Essential

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	<p style="text-align: center;">by example</p> <ul style="list-style-type: none"> • A sound knowledge and understanding of safeguarding practice and procedures • Ability to communicate clearly and effectively both orally and in writing to a range of audiences • Inspire, challenge and motivate others • Manage staff issues fairly, recognize and deal with poor performance 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Self motivated, dedicated and well organized • Resilient and tenacious • Inspire confidence and respect • Innovative and solution focused • Reflective and emotionally intelligent • Demonstrates professionalism and integrity 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential

SignedPostholder

SignedPrincipal

Date