

The Chiltern School

Safeguarding and Mental Health Lead

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	Starting salary per year - NJC Equivalent or Leadership Pay Spine L1 £42,402 depending on candidate and experience.
Working Hours	This is a full time role. STPCD pay and conditions apply if you are currently a qualified teacher.

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General Duties

General description of the post

The successful candidate will be a senior leader with responsibility for Safeguarding across the school to support the Mental Health and wellbeing of pupils and staff. The post holder is required to fully support the vision, ethos and policies of the school and will support the Strategic Development of the school.

All staff within the school are expected to make a valuable contribution. The postholder will:

- Contribute to the development of the School Improvement Plan, monitoring its progress and effectiveness
- Develop and implement policies which reflects the school's commitment to accelerated pupil progress and aspirational relevant outcomes which are consistent with national strategies and policies
- Actively participate in whole school self-evaluation and school improvement planning
- Manage the health, safety and welfare of all pupils and staff
- Contribute to Governors' meetings on any relevant issue when appropriate
- Undertake any other duties of a similar level and responsibility as may be required from time to time

Responsible for ensuring the robust safeguarding of all pupils and staff.

- Be the Designated Senior Leader for Safeguarding
- Be the Designated Lead for LAC and Previous LAC students and attend regular associated training
- Coordinate and support the Designated Safeguarding Team.
- Be a point of contact for all safeguarding concerns, keeping appropriate staff informed as appropriate.
- Be the Strategic Mental Health lead, championing staff wellbeing
- Act as the out of hours DSL when required and attend necessary meetings out of term time
- Ensure safeguarding policies and procedures are up to date and implemented appropriately
- Regularly quality assure internal safeguarding procedures and conduct internal audits to ensure that The Chiltern School safeguarding provision is in line with OFSTED requirements
- Conduct and respond to Local Authority audit requests
- Ensure that Looked After Children (LAC), Child Protection (CP) and Children in Need (CIN) data is up to date and that our provision meets national standards for these vulnerable groups
- Complete referrals to Social Care or other agencies when necessary, including Early Help Referrals.
- Report and feedback to appropriate stakeholders on the effectiveness of

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safeguarding providing associated and supportive data

- Work with staff and other agencies to identify vulnerable students and discuss possible interventions that may be needed
- Attend PEP meetings, Annual Reviews, SBR and CP conferences. Ensure all relevant documents are completed to a good standard

To ensure that The Chiltern School is a safe environment for staff, pupils and visitors.

- Lead on innovative ways of improving staff and pupil welfare and emotional health
- Liaise with curriculum leads to ensure that schemes of work cover the necessary health and safety information that will enable pupils to understand their choices regarding staying safe and looking after their physical and mental health needs
- Feedback to other senior leaders when a staff member is not fulfilling their safeguarding duty and oversee support of any identified safeguarding targets that may be included on the improvement plan
- Support the Headteacher with investigations into allegations against staff.
- Ensure the Single Central Record is up-to-date and fully compliant with guidance
- Ensure safer recruitment practices are followed
- Ensure staff have appropriate training in regards to safeguarding and online safety
- Create, deliver and quality assure specific training to whole school when needed ensuring it is current and takes into account the context of the school
- Support and develop effective parental engagement, develop a strong link between The Chiltern School and parents, providing information to parents regarding safeguarding and allowing their voice to contribute to policies where appropriate
- Support parents to seek appropriate support as necessary
- Oversee regular monitoring, surveys and data gathering in relation to safeguarding, utilising this data to inform policies
- Write a termly report reviewing safeguarding work for the governors and other stakeholders as required
- Chair professional meetings
- Deliver CPD to staff and Governors
- Undergo professional training to ensure you are upto date with current practice
- Undertake professional supervision
- Keep upto date with local and national safeguarding and Child protection issues
- Keep updated with current training and awareness of Mental Health
- Support the development of the Staff Wellbeing Charter, provide and signpost appropriate support for staff in regard to this.

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

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The classroom teacher is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

Conditions of Employment.

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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Person Specification

	Essential	Desirable
Qualifications and training	An honours degree or equivalent professional qualification	Social Work Qualification Mental Health First aider
Knowledge and skills	<ul style="list-style-type: none"> • Experience of managing a team • Strong people management skills with the ability and knowledge to motivate, train, develop, appraise and manage a team • Accuracy and high levels of attention to detail 	<ul style="list-style-type: none"> • Experience of being a Designated Safeguarding Lead or working in social care • Experience of working

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	<ul style="list-style-type: none"> • Ability to work alone and with initiative • Excellent organisational and planning skills and ability to multitask • Adaptable and flexible approach to work • Willing to embrace change and challenge processes to improve efficiency • Able to manage workloads and prioritise efficiently when needed • A team player who is able to develop effective relationships with the team and work in partnership with others • Strong administration skills, excellent numeracy, written English and verbal communications skills • Personable, professional and courteous in manner • A friendly, positive and proactive attitude to work • Able to manage stressful environments • Able to be discreet and loyal and handle confidential material professionally 	<p>with children with Special Educational Needs and Disabilities</p> <ul style="list-style-type: none"> • Understanding of Mental Health and the impact on staff and pupils
<p>Personal qualities</p>	<p>At The Chiltern school we expect all staff to demonstrate and model our core values. Kindness, Resilience, Courage, Happiness, Respect, Humour and Curiosity.</p> <p>These are particularly important for this role but you will also need to demonstrate that you are:</p> <ul style="list-style-type: none"> • Empathetic • Well organised • Diligent • Conscientious 	