

Job Title	Policy/website Coordinator, Safeguarding/Auditor/CPD supervisor
Hours	37 hours a week (40 weeks, Term Time)
Accountable To	Executive Principal and CIC Board

1. Overall Role

The overall responsibility is to work within the Senior Leadership Team in the areas below:

- Manage and coordinate school policies and CIC board meetings.
- Collectively managing the website promotional materials, policies and school prospectus etc, etc
- Supervision and CPD for the safeguarding team
- Complete Audits and performance reports within the school and external agencies when required

This role is a combined role that interlinks with policies and safeguarding to ensure they are in line with legislation and updates. This includes the displaying of essential policies and procedures on the school website, to parents, to visitors or wherever necessary. To work alongside senior leaders to update, amend, create, share, display or any other actions related to school policies and procedures. To ensure the correct presentation of the school's policies, procedures, prospectus and other school information is displayed in such a way that is correct and true of the school's ethos, values and in line with Department for Education and Independent School standards.

The overall responsibility at both a strategic level within the organisation and on a day-to-day basis to take lead responsibility for termly safeguarding supervision, CPD and audits with ongoing action plans for improvement when appropriate. Ensuring quality assurance to maintain and improve standards where appropriate. To support the delivery of Best Futures Schools' Welfare and Safeguarding statutory responsibilities and service outcomes. Managing Policy performance reporting to Senior leadership team and the CIC board members.

2. Responsibilities

Best Futures School is a unique specialist setting with a nurture approach, nestled in the peaceful village of Aylesby, Lincolnshire. Our specialist offer is a nurture approach of small classrooms with small groups of children aged 5-11 years (Year 1 to Year 6) with moderate learning difficulties or disabilities including SEMH (Social, Emotional Mental Health), ASD (Autism Spectrum Disorder), ADHD (Attention Deficit Hyperactivity Disorder), SLCN (Speech, Language and Communication Needs) and Communication and Interaction needs, who are working consistently and over time at below age-related expectations. This significantly reduces barriers for pupils where a challenging mainstream curriculum has not been successful.

This role will require you to work in any of the service areas in line with the responsibilities outlined below:

- The policy coordinator (in partnership with the executive principal and school principal) should ensure the school policies and procedures are known and used appropriately:
- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly with CIC board members.
- Coordinate CIC Board Members meetings, actions and board members training, skills audit and qualifications.
- Ensure the required policies are available publicly on the school website
- Ensure the internal school policies are available to staff (or relevant persons for example inspectors or parents)
- Liaise with the safeguarding team to ensure the admissions process policies and information are up to date and available
- Regularly review relevant legislation and statutory guidance for example Keeping Children Safe in Education, employment law updates, and other documentation as required
- Update and advise staff of any updates to the above legislation or guidance
- Undertake such other duties as may be reasonably expected and or requested at this level.
- Provide appropriate training and support for implementing policies and protocols alongside the team
- Management of school media – social media, school website, publications, school prospectus, promotional materials,

- Collective team communication skills
 - Overseeing advertising and promotional activities
 - Delivering of content such as website promotion, blog posts, articles, publications, photography etc
 - Liaising with outside agencies, collaborators, organisations, media outlets etc
 - Manage advertising and promotional efforts
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- Safeguard the welfare of pupils in line with the schools' safeguarding protocols, in line with Keeping Children Safe in Education, Working Together to Safeguard Children and The Threshold of Needs framework
 - Safeguard the welfare of pupils and staff by adhering to Best Futures Health and Safety Policies and Procedures, risk assessments and reporting of health and Safety risk factors to the Site Manager
 - Manage medical conditions and administration of medication collaboratively with site manager, principals and office manager
 - Complete Safeguarding and welfare Audits and performance reports when required.
 - Keep accurate records of all termly/yearly audits and supervision meetings.
 - Refer all cases of suspected abuse to the local authority children's services and the designated officer(s) for child protection concerns (all cases which concern a staff member)
 - Undertake such other duties as may be reasonably expected and or requested at this level.
 - Monitor the implementation of the Best Futures Positive Management of Behaviour policy

Complete up to date training for Safeguarding and welfare supervision:

- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to support safeguarding staff effectively when required to do so.
- Excellent understanding of Statutory guidance on inter-agency working to safeguard and promote the welfare of children
- Liaise with the SLT to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise for safeguarding staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Access training platform/resources and attend any relevant or refresher training courses.

A full DBS check/application will be required.

3. Role Accountabilities and Expected Outcomes

- Be compatible with, support and promote a culture of a whole school approach for welfare and safeguarding.
- Utilise best practice to ensure that the Welfare and Safety of Best Futures School is of the highest quality keeping all pupils and staff safe
- Meet high standards of professional conduct expected of the role and as outlined in the staff code of conduct
- Undertake CPD and training opportunities both within and outside of school
- Completion of policy reviews and updates
- Completion of performance reports for policy reviews/supervision/audits
- Responsibility for ensuring the school meets the Independent School Standards and Ofsted framework, working together as a team to ensure these are met

4. Working with Outside Agencies

- Be the focal point of contact between various agencies in relation to advertising, publications, social media.
- Be supportive and assist where a multi-agency approach is required for a pupil, e.g. Education Welfare Service, Children Services, Health and SEND agencies to ensure the needs of the pupil are met in a focused and integrated way
- Have a good knowledge of the range of activities, projects, themes organised by school leaders, and provide coverage of topics, events or activities onto the school website as appropriate
- Attend senior leadership meetings where required. Prepare and submit reports for these when required
- Undertake additional and other duties as may be appropriate to achieve the objectives of the post as directed and deemed appropriate

5. Management of Resources

- Effectively engage in the achievement of the services business plan, to deliver efficient and effective outcomes.
- Personal responsibility for proper use of resources on a daily basis in accordance with operating protocols, security, health and safety regulations
- Responsible for proper use of Best Futures transport vehicles in line with transport policy
- Maximise the use of resources and ICT for the efficient and effective delivery of Education
- Liaise with Senior Leaders to ensure effective safeguarding practices in regard to filtering and monitoring
- To liaise with all staff ensuring they are aware of their responsibilities regarding filtering and monitoring, keeping children safe online
- Lead internet safety in school. Provide information to parents and carers for keeping children safe online at home
- Assist in work familiarisation of whole school policies with colleagues and new recruits including advice and guidance, on how to allocate and implement policies and procedures.

6. Compliance with Best Futures Policies

- Effectively apply practical knowledge and understanding, to ensure compliance with statutory and regulatory frameworks, codes of practice and policies, procedures and operating standards including safeguarding protocols, e.g. Working Together to Safeguard Children and Keeping Children Safe in Education.
- Ensure compliance with service user confidentiality, data protection and Health & Safety
- Ensure compliance with other statutory and regulatory guidance relevant to the provision of service
- Ensure compliance with Independent School Standards (ISS) and Ofsted
- Ensure equality and diversity implications are fully considered and evidenced in the delivery of Best Futures services

7. Relationships with Partners, Communities & Employees

- Maintain effective relationships with colleagues, external visitors, commissioned services and all members of the Best Futures community to ensure integrity and valuing and respecting others
- Ensuring relationships positively reflect the Best Futures values and contribute to enhancing the company's reputation
- Seek advice and support from senior leadership on more complex, conflicting or sensitive matters

8. Planning & Organising

- Effective and efficient planning, prioritisation and organisation of your own workload and within agreed deadlines. Some of which are non-negotiable, for example streamlining of staff responsibilities and coordinating staff team meetings to match Best Futures Welfare framework and identified deadlines, relating to both non-statutory and statutory guidelines
- Due to working with a variety of pupils with individual needs. The post holder will need to be responsive to changing demands and priorities to minimise risk and achieve the best outcome for Best Futures services

9. Creativity & Innovation

- Apply creativity for developing responses to meet the needs of the staff team and needs within the general framework of Best Futures policies & procedures, regulatory frameworks, standards and direction from experienced colleagues and managers
- Resolve barriers to learning, positive engagement, attendance and attainment using a wide range of interventions
- Developing and engaging pupils in diversionary activities. Leading to the raising of aspirations and engagement in positive activities
- Develop and deliver specific programmes for individuals on a regular basis
- Delivery of training to staff and other professionals

10. Discretion & Decision Making

- Provide effective solutions and recommendations, in relation to a range of issues. Some of which are likely to be complex. This shall be done by an assessment of individual needs. Referring to a range of alternatives in relation to pupils' needs and working within general guidance.
- Partnership agreements and relevant professional codes of practice. Determine the most efficient and effective way work shall be carried out. Provide appropriate information, advice and guidance to ensure successful outcomes.
- Responsible for decisions in relation to a wide range of issues which may impact on the effectiveness of the service

11. Optimising Performance and Continuous Improvement

- Maintain own level of professional competence within working with pupils and their families. Through commitment to continuing personal and professional development. Embracing learning and development opportunities
- Use feedback from pupil voice, parents/carers, LA's, Ofsted, Audits etc to inform proposed improvements to processes, practices and ways of working
- Participate in termly audits
- Engage with training and performance management for continued professional development

12. Engaging with Change

- Ensure that work outputs reflect Best Futures vision and values
- Embrace new flexible ways of working. Including use of technologies and practices to improve systems, processes and ways of working
- Support improvements to enhance the quality of service

13. Working Environment

- Work will be undertaken in a variety of settings including school, other schools, partner agencies premises, pupils' homes plus the enrichment outdoor environment
- To undertake driving or support driver responsibilities when needed, in line with policies and procedures of Best Futures transport vehicles
- Regular contact with service users on highly sensitive, contentious and/or emotive matters associated with responding to these complex needs and emotive issues daily. May occasionally be exposed to verbal abuse from service users

All contacts are risk assessed and always work to the home visit policy

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with their employers on health and safety matters
- do their work in accordance with training and instructions
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

Employees should follow health and safety procedures put in place by their employer.

Teachers and all other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent

GENERAL

a) Other Duties - The above is a non-exhaustive list of duties and you are expected to undertake any other duties as requested by your Manager. The Company reserves the right to amend your job description in line with the changing demands of the business.

b) Equal Opportunities - The post holder must carry out his / her duties with full regard to the Best Futures Equalities policy.

c) Health and Safety - The post holder must carry out his / her duties with full regard to Best Futures Health and Safety Procedures.

Signature

Designation

Date

Job Description prepared by:

Person specification: Criteria	Indicate		For recruitment Application/Interview / presentation/test	Scoring Score of evidence 1-5
	Essential	Desirable		
Qualifications: Level 6 Teaching and learning support in Education and or Children Services or equivalent.	Yes			
Level 2 in Safeguarding with extensive experience and knowledge	Yes			
Skills/competencies: ICT and its effective use as a tool to enhance record keeping, teaching and learning. Strategies for inclusion and development of all children. Excellent knowledge and understanding of whole school policies, Safeguarding and Child Protection protocols in liner with DofE and ISS	Yes			

<p>Knowledge: Good safeguarding Knowledge, qualifications and experience. Particularly with Statutory guidance on inter-agency working to safeguard and promote the welfare of children</p>	Yes			
<p>Personal attributes: Ability to be flexible. Good interpersonal skills Excellent team member skills Ability to lead an effective team. Ability to lead team meetings.</p>	Yes			
<p>Other/Specialisms Good experience and knowledge of performance report writing and case review and ISS standards.</p>	Yes			

Received by Post holder