Post title:	**Lead Mentor & Deputy Designated Safeguarding Lead**
Salary and grade:	£35,535 - £38,836 Sheffield Grade 7, NJC 27 – 31 (FTE £39,483 - £43,151)
FTE:	37 hours per week, term time +7 days
Line manager/s:	Academy Leadership Team

Main purpose of the job:

To undertake responsibilities as Deputy Designated Safeguarding Lead (delegated from the Designated Safeguarding Lead) and to take a lead role in all aspects of safeguarding young people. This includes providing training, guidance and supervision for other colleagues.

To positively and actively contribute to whole school improvement, the development of whole school policies and procedures, and the effective leadership and management and impact of the mentor team. This includes a key role in supporting the design, implementation and evaluation of strategies to raise attendance and remove educational barriers for young people.

To provide highly-skilled and complex support, including planned interventions, for young people's safety, safeguarding, attendance and engagement, removing all barriers to effective learning in the classroom. This extends to taking a lead role in partnership working with families and multi-agency professionals.

To advise the Academy Leadership Team and Governing Body on matters relating to safeguarding, attendance and engagement, in line with current legislation / regulations, whilst ensuring organisation, maintenance and monitoring of school systems to ensure the effective delivery of service to school.

The role includes the day-to-day line management of other associate staff.

Key duties and responsibilities

- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Undertake responsibilities distributed from the DSL, when required to do so
- Undertake rigorous checks to ensure the legal completion of daily AM and PM registers and weekly reviews of attendance
- Oversee, risk assess and safeguard any visitors to sites
- Act as first point of contact with the school for parents/carers and visitors and professionals

- Develop constructive relationships and communicate with other agencies and professionals, taking a lead role in multi-agency meetings
- Plan, do and review transition plans (from date of enrolment) for new students and their induction into school
- Support tutor teams with transition plans (before leaving date) for students leaving school for their next destination
- Plan, do and review targeted interventions for young people at risk of critically low attendance
- Plan, do and review family support plans for highly vulnerable families at risk of insufficient agency support in the community
- Support SENDCO and tutor with capturing the voice of young people and families in order to inform EHCPs and IEPs
- Take a lead role in the evaluation of the impact of the work of the Mentor Team
- Cover absent classroom staff when required to do so
- Lead student learning activities when required to do so
- Take a lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Undertake word-processing and complex IT based tasks
- Produce and respond to complex correspondence
- Manage complex administrative procedures
- Represent the Mentor Team at relevant meetings
- Contribute to effective whole school risk assessment and site health and safety routines
- Maintain the confidentiality of all records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of information Act
- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising
- Be responsible for the provision of specialist advice and guidance to Academy Leadership Team / Governing Body on national and local guidelines / policy / statute
- Ensure that the school is fully prepared to meet external auditing
- Be responsible for the selection and management of resources, including budget management and regular audit of resources
- Contribute to effective marketing and promotion and public relationships of the school
- Line-manage associate staff, completing induction, appraisal and performance management, training and other personnel procedures
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times

Other Duties

Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Academy Leadership Team consistent with the grade of the post and the experience of the Post holder

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	NVQ Level 4 (or equivalent) or evidence of working towards a relevant discipline.		•
	GCSE (or equivalent) Maths and English at Level 2	•	
	Proven leadership and management skills		•
	Safer Recruitment Training		•
	Evidence of further professional training	•	
Experience	Advanced safeguarding training and experience of tasks delegated from a Designated Safeguarding Lead		•
	Extensive previous experience as a Learning Mentor or similar role	•	
	Full working knowledge of relevant polices/ legislation	•	
	Experience of line managing other associate staff	•	
	Full working knowledge of attendance policy, procedures, systems and implementation with children and families	•	
	Experience of a lead role in transition plans for children and families and staff when students are new to school	•	
	Experience of a lead role in support in the community for highly vulnerable children and families	•	
	Previous experience within an educational environment, including a lead role in learning activities	•	
	Previous experience contributing to the maintenance of EHCPs and other plans for students with SEND	•	
	Full working knowledge of Health and Safety	•	
Skills & Thinking Ability	Ability to manage the school's administrative systems	•	
	Ability to manage and motivate a team	•	
	Ability to formulate ideas and solutions and present to the Academy Leadership Team / Governing Body and possess high level decision making skills	•	
	Ability to liaise with external agencies and professionals	•	
	Ability to persuade, motivate, negotiate and influence	•	
	Ability to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills, with a high level of accuracy and attention to detail	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team	•	
	Ability to respond flexibly and adapt to changing and challenging circumstances	•	
	Ability to operate calmly and effectively	•	
	Ability to demonstrate initiative and self- motivation	•	

		Essential	Desirable
	Commitment to a clear and shared vision for an effective organisation	•	
	A positive attitude to change	•	
	An ability to positively promote the school to pupils, parents/carers, colleagues and other community groups.	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
General	Flexibility to meet the full range of job requirements	•	
	Ability to travel to a range of meetings and events and sites	•	
	Commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	Understanding of and commitment to equal opportunities	•	