

# St Barnabas Multi Academy Trust

## Inclusion Lead Job Description

Title	Trust Inclusion Lead
Salary	L1-L5
Responsible to;	CEO
Line Manager	CEO
Responsible for;	Line management of SENCOs. Supporting School Pupil Premium Leaders, DSLs & DDSLs and Attendance Leaders in Schools. Reviewing and updating Safeguarding & Child Protection, Behaviour, Attendance, Admissions Policies, Systems & Guidance, Training & Self Evaluation Across the Trust
Purpose	<p>To promote and inspire excellence in learning, assessment and quality first teaching for pupils with SEND and vulnerable pupils. Provide mentoring, coaching and guidance to support teaching staff to deliver consistently good or outstanding learning, assessment and quality first teaching. To research best practice and develop your own skills to support and sustain excellence in learning, assessment and teaching. To actively promote sharing of good practice from both within and outside of the Trust.</p> <p>Undertaking the role of Trust Safeguarding Lead, working with the CEO, to ensure our schools and services meet all regulatory standards with regards to safeguarding. Acting as the Trust's safeguarding expert and being the point of contact for child protection issues and queries. Working closely with the Executive Team and Directors, oversee all aspects of the Trust's safeguarding arrangements – from monitoring safeguarding and child protection issues to managing specific cases. Responsible for developing bespoke safeguarding training for all staff and developing strategies for improving current arrangements.</p> <p>Promote pupil attendance across the Trust. Monitoring data particularly pupils with persistent and severe levels of absence.</p>

Main duties and responsibilities

- To create, maintain and lead the Trust virtual school for vulnerable pupils (SEND, Pupil Premium, Looked After Children).
- Review the Trust Safeguarding policy annually and update staff.
- Communicate lessons that need to be learnt from national case reviews and reviews of Trust cases where appropriate.
- Ensure that appropriate systems are in place for accurate and timely recording of all safeguarding concerns, at each school in the Trust.
- Ensure pupils have appropriate PSHE and RSE programmes that meet their individual needs, and prepare them for life in the world we live in.
- Ensure safeguarding supervision for DSL's is in place.
- Identify any safeguarding risks, rating these in terms of severity and likelihood and taking any necessary action.
- To undertake site visits across the trust where necessary and attend any necessary stakeholder meetings.
- To undertake investigation into any significant breach in compliance and safeguarding and report to the relevant statutory agency.
- Produce an annual inclusion plan to improve inclusion outcomes.
- Ensure that safeguarding across the Trust is compliant with policies, procedures, regulations and standards and monitor the compliance against these.
- Manage and, where appropriate, investigate complex safeguarding incidents, identifying and ensuring the implementation of any necessary changes, providing advice and support on specific complex cases to managers and staff when required.
- To obtain the necessary safeguarding data and information across the trust as well as any themes and trends that are emerging as part of safeguarding incident management to produce a report to the Board of Trustees and the Standards committee to enable Trustees to meet their responsibilities with regard to Safeguarding

	<ul style="list-style-type: none"> <li>● Provide advice and guidance to heads, governors and Trustees on the requirements the trust is obliged to and expected to meet in fulfilment of its statutory safeguarding duty.</li> <li>● All external audit outcomes to be shared with schools and monitored regularly to ensure progress and areas identified for improvement has been made.</li> <li>● To work closely with the CEO to provide the necessary input to support the facilitation of audit across the trust.</li> <li>● Provide expert input to the trust’s Risk Register with regard to operational and safeguarding risks in schools.</li> <li>● To liaise with external statutory partners and attend meetings as required providing expertise and support.</li> <li>● Keep abreast of regulatory compliance and national standards in the development of Safeguarding practice.</li> <li>● Support the organisation in relation to identifying what training is required for the Board, senior leaders and the wider workforce to undertake in order to fulfil its responsibilities in terms of safeguarding knowledge and compliance ensuring the schools have the appropriate capacity, skills and expertise to meet statutory requirements in regard to safeguarding</li> <li>● Provide support and guidance around the safeguarding practice of volunteers and contractors.</li> </ul>
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## Trust Inclusion Lead Person Specification

We seek an experienced and innovative senior education professional with a good working knowledge of SEND, safeguarding and attendance. They will have a record of successful strategic leadership and sustainable academy improvement with imagination, flair and determination to succeed. They will be experienced in creating safe environments for children.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications	Qualified Teacher Status  SENCO qualification	NPQSL

<p>Experience</p>	<p>Good working knowledge of Safeguarding, SEND &amp; Attendance</p> <p>A proven record of successful, senior education leadership.</p> <p>Significant experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school, and/or local authority or academy trust.</p>	<p>Experience of delivering and managing and coordinating systems across a number of schools.</p> <p>Be able to provide evidence of outstanding practice in one or more settings.</p>
<p>Skills and Knowledge</p>	<p>A detailed understanding of the school improvement process and the ability to apply it in challenging circumstances.</p> <p>A detailed knowledge of the use of data to monitor and raise standards.</p> <p>Extensive knowledge of developments in safeguarding, SEND and attendance, practice and technologies and an ability to discern what is of practical value.</p> <p>A commitment to the ethos of the Trust with the capacity to make productive contributions to the national education debate.</p> <p>First-class ambassadorial skills with an ability to present to the Trust in an authoritative and persuasive manner.</p> <p>Handle personal data responsibly, securely and in line with the Data</p>	<p>Practical and successful experience of performance evaluation and management.</p> <p>Understanding of the relationship between financial and human resources and educational outcomes.</p>

	Protection Policy, guidance and training.	
Personal Attributes	<p>A deep commitment to the christian ethos and vision of the Church of England and the Trust.</p> <p>High levels of energy and personal impact with the authority to command the respect of all stakeholders both within and outside the Trust.</p> <p>A strong team player with good interpersonal skills who is able to work effectively as part of a growing organisation.</p> <p>Highly entrepreneurial and ambitious with energy, charisma and a plethora of new ideas.</p>	