The Norwood School – A Performing and Visual Arts College

JOB DESCRIPTION

Role:	Inclusion Officer and Deputy Designated Safeguarding Lead
Reporting to:	SENCO, Assistant Headteacher (Inclusion), Headteachers and Governors as required
Liaising with:	Designated Safeguarding Lead, SENCo, Senior Team Line Manager, other Leadership Team members and Middle Leaders, other teachers, relevant support staff, LA consultants, SLSP, Governors and parents
Hours:	Term Time + 3 days, 8:30am to 4:30pm (Note: Requires occasional holiday availability for emergency safeguarding liaison/meetings)
Salary	NJC Scale S06 points 18-20
Purpose	The Inclusion Officer and Deputy Designated Safeguarding Lead (DDSL) will promote the progress and achievement of SEND students throughout the school. This role will be student-focused but will involve effectively managing a team, so as to ensure high standards and expectations for both SEND students and staff. The Inclusion Officer & DDSL supports the Designated Safeguarding Lead (DSL) in ensuring that safeguarding and child protection are embedded across the organisation. The DDSL helps manage concerns, supports staff, liaises with external agencies, and ensures that safeguarding procedures are followed consistently and effectively.
Duties and responsibilities	The Inclusion Officer and Deputy DSL under the direction of the SENCo and Deputy Headteacher with strategic responsibility for SEN will: • Regularly update and maintain an accurate SEND register. • Maintain and regularly update Provision Map, ensuring all relevant staff have the information they need to plan effectively via Student Profiles. • Support the SENCo in embedding a graduated approach to SEND support, through the Assess, Plan, Do and Review Cycle • Coordinate the work of external professionals delivering specialist support. • Monitor and quality assure the work of teaching assistants. • Support the SENCo in coordinating Exam Access Arrangements. • Support the SENCo in completing annual reviews of EHCP's, gathering evidence and writing up reviews • Support the SENCo in responding to placement consultations. • Oversee break and lunchtime provision for SEND students. The Inclusion Officer and Deputy DSL under the direction of the DSL will: • Act as a point of contact for staff, pupils, parents, and external agencies when the DSL is unavailable. • Promote a strong safeguarding culture across the organisation. • Receive, record, and respond to safeguarding concerns in line with statutory guidance (e.g. Keeping Children Safe in Education).

	• Assess the level of risk and take appropriate action, including referrals to children's social care or other agencies. • Maintain accurate, confidential, and up-to-date records using the organisation's safeguarding systems.
Management Duties	• Responsibility at departmental level of the day-to-day operation of the SEND team (alongside SENCO). • Ensure standards of support across the SEN team are effective and in-line with current safeguarding regulations. • Ensure regular and timely communication with teaching staff on students' needs and strategies to meet their needs. • Manage constructive and timely communication with parents/carers and stakeholders. • Set high expectations for staff and students. • Liaise with subject teachers, HoFs and HoDs to ensure accurate information is gathered and shared. • Provide staff with the relevant and necessary information so that they have a clear direction and understanding of the needs of SEND students . • Manage an efficient administrative system. • Maintain strong and effective partnerships with all stakeholders including positive External agency relationships. • Develop and grow strong and effective relationships with parents/carers of students with SEND. • Attend and contribute to child protection conferences, core groups, strategy meetings, and multi-agency reviews when required. • Build effective relationships with social workers, police, health professionals, and other partners. • Support the DSL in monitoring safeguarding trends, patterns, and case outcomes. • Work with pastoral teams to support vulnerable children and families. • Contribute to early help assessments and intervention plans. • Promote wellbeing, resilience, and positive relationships. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Inclusion Officer and Deputy DSL will carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Headteacher/line manager.
Equal Opportunities	• To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service. • To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equality Act 2010.

Safeguarding	• To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.
Health and Safety	• In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
Data Protection	• When working with computerised systems to be completely aware of responsibilities at all times under General Data Protection Regulations for the security, accuracy, and significance of personal data held on such systems.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed.

This job description is not necessarily a comprehensive definition. It will be reviewed annually. Specific duties and responsibilities will be agreed with individuals on appointment.

Signatures – Job Description discussed and agreed

Signature of Post Holder: .....

Date: .....

Signature of Supervisor:.....
(Line Manager)

Date: .....