



Student and Family Education (SAFE) Manager

Job Description: Student and Family Education (SAFE) Manager

Line Manager:

Lead SAFE Manager

Main Purpose of Role:

To work with students and parents to provide early intervention, support and guidance to improve outcomes for students, and to lead pastoral support for students within an allocated year group. To provide and fulfil safeguarding responsibilities within an allocated year group.

Main Responsibilities:

1. Act as a point of contact, develop and maintain effective contact and communications with families and students in need of support
2. Establish and promote good working relationships with all parents/carers and students.
3. Act as Deputy Designated Safeguarding Lead in the absence of the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead, being aware of and complying with all policies, statutory safeguarding guidelines and procedures relating to child protection, health and safety, security and data protection.
4. Provide Safeguarding and wellbeing information for inclusion in the staff bulletin.
5. Facilitate and deliver whole school Safeguarding training, alongside the Lead SAFE Manager
6. Work with a range of external agencies, including but not limited to social care, the police and CAMHS, making referrals to these agencies as necessary.
7. Be case holder for cases open to social care and early help services, maintaining confidential and accurate records and files for students on CP plans, CIN plans and other vulnerable students.
8. Conduct investigations of incidents, providing evidence to support the Senior Leadership Team in determining sanctions. Accurately record investigated incidents and raise the appropriate paperwork in line with school policies.
9. Share in the supervision and management of the school's internal exclusion room.
10. Support the Senior Leadership Team in dealing with students of concern.
11. Work with the Heads of Year and allocated SLT member to ensure best academic outcomes for all students, including those with SEN. Work collaboratively with Attendance Officer to ensure punctuality and attendance of all students is at least good when compared to national averages. Support tutors within allocated year group.
12. Work collaboratively with Heads of Year to address behavioural concerns.
13. Attend meetings and be decision maker with other professional agencies, such as emergency strategy meetings, CIN meeting, CP conferences etc, providing reports and welfare information.
14. Work with the Pupil Premium Co-ordinator to ensure PP students are not disadvantaged. This includes, but is not limited to, applying for charity funding and obtaining school uniform.
15. Plan, prepare and deliver bespoke pastoral interventions and evaluate outcomes. Evaluate and provide data to identify pastoral trends and patterns in order to ensure adequate intervention and initiatives are provided.
16. Arrange and manage parent meetings. Manage Pastoral Support Plans for identified students.
17. Create Governors' Hearing Packs, ensuring all appropriate data and information is included. Attend Governors' Final Warning Hearings and Permanent Exclusion Hearings, presenting information.

Other Responsibilities:

- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Personal Development Days).
- To participate in staff appraisal and absence management meetings.
- To undertake a thirty minute duty each week.

- To provide first aid cover on a rotational basis.
- To undertake invigilation duties.
- Attend Parents' Evenings and Presentation Evenings applicable to the year group. Attend open afternoons and new intake afternoons.
- Undertake home visits.
- Attend trips and visits.

Name:	Signature:
Date:	



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Person Specification: Student and Family Education Manager (SAFE)

	Essential	Desirable	How to be tested
<p>Qualification criteria:</p> <ol style="list-style-type: none"> 5 good GCSEs Inc. English and Maths Grade C or above (or equivalent). Eligible to work in the UK. Trained to Child Protection Level 2 or willing to undertake training. St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application form & evidence</p>
<p>Experience:</p> <ol style="list-style-type: none"> Experience of working with children or young people with social, emotional, mental health, physical disabilities and/or learning/behavioural difficulties. Experience of administrative work, youth work, social work, counselling, coaching, teaching, mentoring Experience of working of providing high quality admin support Experience of working under a pressurised environment with competing deadlines. 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>	<p>Application form & interview</p>
<p>Behaviours, Skills and Abilities:</p> <ol style="list-style-type: none"> The ability to enthuse & inspire others and has a 'can do' attitude. Excellent listening, communication skills and high levels of emotional intelligence. Strong organisational and time-management skills and ability to work under pressure. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. An ability to help implement necessary routines and patterns to establish good behaviour management within a school. The ability to work well under pressure and to be decisive. Ability to use IT systems including databases and Microsoft Office products. Ability to pay attention to detail when completing administrative tasks. High levels of honesty and integrity, confidence and self-motivation. Ability to communicate fluently in accurate spoken and written English. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Interview</p> <p>Interview</p>
<p>Other:</p> <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. Must be committed to safeguarding the welfare of children. 	<p>√</p> <p>√</p>		<p>References & Interview</p>