



Reporting to: Vice Principal

Working hours: Term time only plus 1 week. Part time working will be considered

## **1. Safeguarding**

- Maintaining accurate filing of child protection records
- Assisting in maintaining child protection records
- Maintain spreadsheet of referrals and responses
- Setting up and running a Vulnerable Pupils Index
- Undertaking SPA referrals as directed
- Undertaking Level 3 safeguarding training in order to deputise for the DSL
- Taking minutes of safeguarding meetings as required
- Training in Early Help assessments
- Liaising with external agencies to arrange sessions for young people and TACs
- Attendance at TACs and CIN meetings as required

## **2. Mentoring / counselling service**

- Co-ordination of in house vs. external provision
- Evaluating success of in-house provision
- Liaising with teachers as needed
- To run time-limited mentoring interventions for pupils and teachers

## **3. Mental and emotional wellbeing**

- To lead on mental health and emotional wellbeing strategies
- To meet with parents of pupils as required
- To promote healthy and safe choices e.g. displays, parent mails

## **4. Other ad hoc administrative support (as required)**