**JOB DESCRIPTION**

# NAME:

# POST: House Manager and Deputy Designated Safeguarding Lead (DDSL)

# GRADE: 6 (SCP 16-22)

**Relationships**

The post holder is accountable to the Assistant Vice Principal – Behaviour and Attitudes all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with all pastoral team members and support them when necessary to meet students’ needs.

**Purpose**

* The role of the House Manager is to lead on ensuring that students are safe in school, achieving the highest standards of behaviour and attendance which will enable them to progress academically and socially. Communication to parents will also be a key role and an expectation that the postholder leads on developing and maintaining positive relationships with parents.
* The role of the DDSL is to support the pastoral team with the management and response to safeguarding. Primarily this includes working with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning and well-being.
* To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the Trust’s Child Protection and Safeguarding Policy.
* To act as a Deputy Designated Safeguarding Lead to ensure that the academy meets its statutory duty.

**House Manager duties**

* Ensure each pupil’s entitlement to Care and Guidance by supporting the Head of House (HoH). They will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all pupils.
* Ensure that all pupils are known and valued as individuals and that they know that they are valued as an individual.
* Lead by example to ensure that the vision and values are maintained and enhanced at every available opportunity.
* Ensure the pastoral development and care of each student within their House and manage the day-to-day pastoral aspects of the House and lead on identified areas as agreed with the Head of House.
* Provide a safe, calm, and well-ordered environment for all students and staff, focused on safeguarding students’ welfare and developing good behaviour in the academy and in a wider society.
* Analyse data effectively to identify students who may need additional support with regards to their behaviour, attendance, or learning.
* Attend Pastoral Board meetings and other relevant House events such as induction evenings or parent evenings.
* Have a full awareness of all safeguarding procedures and are able to lead on making referrals to a range of outside agencies to ensure the most appropriate support is in place.
* Know all students in the house as well as possible and become accepted as a person to whom they can turn for guidance, in addition to their group tutor.
* Monitor and improve student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to, and that appropriate action is taken.
* Ensure the Behaviour for Learning Policy is implemented in the House so that effective learning can take place.
* Manage behaviour problems and behaviour modification of pupils within the House group in order to put suitable strategies in place.
* Liaise with parents and outside agencies.
* Share in the development and implementation of Classcharts (rewards and sanctions) in collaboration with the Vice Principal of Behaviour.
* The planning and delivery of House assemblies.
* Take steps to prevent any form of bullying and support victims of bullying.
* Promote activities within the house which are likely to develop a sense of community.
* Assume responsibility in line with the duty rota for the supervision of the school duty points and team generally and to deal with misdemeanors that occur on that day. With the expectation that to be available on the school premises during the morning break and lunchtime every day.
* Ensure that students complete their detentions and follow up non-attendance to these.
* Assist in the admission of new students and monitor their progress.
* Supporting actively the School Council and to organise representatives from each group to make up the committee.

**Support HoH in planning and setting expectations.**

* Day to day management, control, and operation of pastoral provision within the house, including effective deployment of staff and physical resources.
* Actively monitor and follow up student progress, both pastoral and academic.
* Implement academy policies and procedures, e.g., Behaviour for Learning, Safeguarding Policy, Equal Opportunities, Health and Safety, etc.
* Link with tutors to ensure that the work in the House fully reflects the school’s aims and ethos.
* Liaise with the other Heads of House/House Managers in matters of pastoral policy in the interests of uniformity of interpretation and implementation.

**Support the HoH in Assessment and Evaluation**

* Manage student review processes and procedures.
* Monitor the academic and pastoral progress of individual students.
* Maintain all appropriate records including students’ individual files and records.
* Prepare reports and references – including confidential court/social service/medical reports.
* Liaise with other schools to arrange student transfers and placements.
* Monitor attendance and punctuality of students taking appropriate action when necessary.
* Identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken.

**Support the HoH in communication.**

* Ensure that the House team are familiar with the aims and objectives of the school and house.
* Liaise with colleagues over matters related to student welfare and performance.
* Co-ordinate all information received from staff, parents, and outside agencies regarding individual students and to ensure that this information is distributed correctly and check that action is taken where and when necessary.
* Ensure effective communication / consultation as appropriate with the parents of students.
* Represent the house views and interests.
* Play a role in organising and assisting with parents’ evening and review day.
* Liaise with partner schools essential outside agencies, further education, and other relevant external bodies.
* Attend and, when necessary, convene case conferences with respect to students in the House.

**Designated Safeguarding Lead duties**

* Have appropriate safeguarding training every two years.
* Ensure that all new and supply staff receive safeguarding induction.
* Support the implementation of school/DFE child protection policy procedures.
* Encourage good practice by promoting and championing the child protection policy and procedures.
* Respond appropriately to disclosures or concerns which relate to the wellbeing of a student.
* Support disseminating lessons from Serious Case Reviews and recommending any necessary changes to safeguarding policy and practice.
* Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
* Support the school with promoting community cohesion and tolerance of different faiths and beliefs. This includes the protection of students and staff from any negative consequences arising from actions intended to radicalise or promote terrorism and acting as Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.
* Maintain accurate, confidential, and up to date documentation on all cases of safeguarding and child protection and report where required.
* Work directly with students in need and their families in the community to promote, strengthen and develop the potential of the parents/carers and their children to prevent children becoming looked after and/or suffering significant harm.
* Where required, liaise with external agencies and ensure they have access to all necessary information.
* Ensure students who are victims of abuse are supported appropriately and sensitively and that all actions are successfully carried out and monitored.
* Use appropriate external agencies for advice.
* Receive, respond, and report any child protection concerns.
* Speak with students regarding any child protections issues – get facts and clarification.
* Liaise with and meet with parent/carers.
* Discuss issues and plan strategies with parent/carers, students, staff, and outside agencies.
* Access child protection information from other schools regarding new students.
* Support the primary/secondary transition process, identifying any students who are on the Child Protection register.
* To deputise for the Designated Safeguarding Lead in their absence.
* Ensuring that LSCB inter-agency procedures are signed up to and responsibilities undertaken.
* To support, monitor, evaluate and review the framework for the management and response to incidents of bullying.
* To ensure students who are victims of abuse are supported appropriately and sensitively and that all actions are successfully carried out and monitored.
* Arranging meetings for Child Protection cases, both in school and off site.
* Attend core group meetings, attend conferences and professional meetings, and provide written reports, as necessary.
* Undertake and participate in Risk Management of children and yon people who pose a physical, sexual, or self-harming risk and ensure that any school action rising is undertaken. This includes an awareness of risks relating to exploitation, forced marriage, female genital mutilation, or trafficking.
* Ensuring individual pupils records contains a chronology for Looked After Children, Child in Need, Child Protection and Self Harm and that records are kept of all contact with parent/care, child and/or other agencies and ensure safe transfer of records if/when a child moves school.
* Passing concerns to support worker etc.

**General**

* To promote and support aE’s culture and encourage staff and pupils to follow this example.
* To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
* To comply with, promote and act in accordance with all Trust and academy policies.
* To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
* To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
* To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
* To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
* To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
* To identify and agree personal development objectives with your line manager.
* To be courteous to colleagues and provide a welcoming environment to visitors.

**Additional information**

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Signed: …………………………………………. Date: ……………………………………**

**Post Holder**

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education is committed to providing a safe, supportive, and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**