

**Division:** Education and Skills

**Post Title:** School Adviser - Safeguarding and Inclusion

**Grade:** Soulbury 10-13  
(+ 3 SPA points)

**Responsible to:** Senior Adviser – Inclusive Schools

**Responsible for:** Attendance and Inclusion Team

**Job Purpose:**

- To support the School Effectiveness Service in providing vision and direction to those engaged in working with vulnerable pupils
- To provide strategic leadership to schools in relation to safeguarding children in line with national guidance and local (NSCP) policies and procedures.
- To provide operational leadership of the Attendance and Inclusion team, developing appropriate policies and practices to support young people in education

**Principal Accountabilities** - the following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To collaborate with and support the Senior Adviser – Inclusive Schools in meeting the service's business and service objectives.
2. To represent the Senior Adviser – Inclusive Schools where appropriate.
3. To operationally manage the staff, budget and activities of the Attendance and Inclusion team in order to meet their service and financial objectives.
4. To support the Senior Adviser – Inclusive Schools and the Head of School Effectiveness both operationally and strategically in fulfilling the agreed priorities for vulnerable pupils and monitoring the performance and welfare of these pupils.
5. To lead improvement of safeguarding practice in schools by providing curriculum and system advice, support and challenge.
6. To facilitate effective partnerships and manage key relationships with statutory and non-statutory partners and schools to support the welfare, education and inclusion of vulnerable pupils.
7. To support and challenge professionals in schools and support agencies, including but not limited to SEND APR, Children's Social Care, Children and Families Newcastle,

Youth Justice Team, to improve learner engagement and ensure the best outcomes for vulnerable pupils in Newcastle.

8. To represent the Assistant Director, where required, at safeguarding meetings including the Newcastle Safeguarding Children Partnership Education Sub-Group.
9. To support the Senior Adviser – Inclusive Schools in fulfilling all the current roles and responsibilities associated with safeguarding pupils including, but not limited to, the annual Section 175 report, the Secondary Pastoral Heads Network, OFSTED safeguarding enquiries, Serious Case Reviews and NSCP committee and sub-committee functions.
10. To lead on the provision of support and challenge to schools and other partners, including other Council service areas, regarding maintaining high levels of school attendance and low levels of school exclusions.
11. To support the Senior Adviser – Inclusive Schools to fulfil all the responsibilities associated with inclusion and access including, but not limited to, early intervention design and lead, Day 6 and transition provision, Children Missing Education, Elective Home Education, SEMH early intervention and support, Public Health education issues and drug, alcohol and sexual health.
12. To contribute to the development of effective partnerships locally, regionally, nationally to ensure the delivery of Council priorities and to represent the Council as may be required regionally or nationally.
13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
14. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

September 2021