

URSULINE HIGH SCHOOL
SAFEGUARDING CARE CO-ORDINATOR
JOB DESCRIPTION

Post Title: Safeguarding Care Co-ordinator

Grade: ME9, points 23 – 25, currently £30,585 - £31,557 per annum

Responsible to: Assistant Headteacher Inclusion/Designated Safeguarding Lead

Date: November 2021

Ursuline High School actively promotes the mental health and wellbeing of our staff and students, providing a safe space where individuals can feel free to talk about how they are feeling, without fear of stigma or discrimination. Staff are trained in how to recognise and respond when a student or a colleague might be struggling with their mental health.

Reporting to the Designated Safeguarding Lead and working closely with the Mental Health Lead and Safeguarding Team, you will be an integral member of the Safeguarding Team who contributes to the co-ordination of mental health support for students across all year groups with a focus on Tier 3/4.

This exciting opportunity requires that you have:

- Knowledge, expertise and credible experience within the field of mental health
- Maths and English at GCSE grade C or equivalent at Level 2
- Desirable - relevant degree and/or relevant professional qualification in a mental health related discipline

You will be required as part of this role to:

- To manage the content of mental health risk and respond appropriately.

- To work with students to initially assess needs in order to develop personalised and often complex care plans.
- To conduct and ensure quality of risk assessments where alongside young people, families and partner agencies.
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- To work with multiagency to prepare a robust reintegration plan back into school for students with health concerns.
- To develop, monitor and update risk management plans and in conjunction with partner agencies where required.
- Working collaboratively with other education settings, health and social care.
- Effective communication both orally and written with a wide range of professionals and parents.
- Arranging and supervising interdisciplinary and individual student care.
- Monitor and evaluate the care provided to ensure continued success.
- Represent the school at external network meetings.
- To keep accurate and timely records in accordance with the schools' standards, policies and protocols.
- To respect the rules of confidentiality.

Key characteristics:

- Organisation
- Emotionally resilient
- Empathetic
- The ability to work in a busy and pressurised environment with competing pressures
- Motivated, proactive, committed and resilient
- Organised and forward-thinking
- Positive with a caring attitude
- Supportive and with excellent listening skills
- A problem solver
- Ability to manage own work load and work within a team
- Excellent interpersonal skills to communicate effectively orally and in writing with a range of people from student, parents/carers, other professional agencies