

English National Ballet School

JOB DESCRIPTION

Title of Post:	Head of Wellbeing and Safeguarding (Maternity Cover)
Reporting To:	Executive Director, Senior Management Team, Wellbeing and Safeguarding sub-committee.
Salary:	£40,000 - £50,000 per annum (dependent on experience)
Contract:	Full time, one-year fixed term contract (Applications to work 0.8 Full Time Equivalent will be considered)
Working Pattern:	The role is full time working approximately 40 hours per week (including 1 hour for lunch each day). Working patterns are generally Monday to Friday but include some evening and weekend work as required. All annual leave is to be taken outside school term.
Place of Work:	School's premises, Carlyle Building, Hortensia Road, London, SW10 0QS, with some work taking place elsewhere.
Contract Terms:	The holiday entitlement is 28 days per year plus bank holidays, pro rata. The School operates an auto enrolment Pension Scheme in which the School contributes 5% and the employee contributes a minimum of 5%. This role is subject to a probation period of one school term.
Key Working Relationships:	Students, Parents, Board of Governors, Wellbeing and Safeguarding sub-committee, Artistic Director, Executive Director, Head of Studies, Artistic team, Head of Healthcare, Academic Administrator and Freelance visiting Professionals
Responsible for:	Student Support and Welfare Officer
Main purpose of the job:	<p>As the School's Designated Safeguarding Lead (DSL) provide leadership within ENBS by developing and maintaining clear systems of communication across the School, ensuring that all staff are adequately and appropriately supported to apply their safeguarding knowledge and ensuring students are listened to and their wellbeing is placed at the heart of the School.</p> <p>To be the point of contact for concerns about pastoral issues, to build and maintain supportive relationships with students and staff, and where issues arise, manage the response of the School in conjunction with appropriate colleagues. Alongside the Wellbeing and Safeguarding sub-committee Chair, lead on the annual review of student focused policies and procedures and ensure that robust safeguarding systems and processes are kept up to date in line with Government legislation, that these are practiced throughout the School and shared with all key stakeholders.</p>

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To maintain a cohesive and effective plan for Student Support Services, in line with the School's strategic vision and alongside the Head of Studies provide appropriate support for staff in preparation for regulatory inspections

Key Responsibilities:

Leadership:

- To maintain effective working relationships to promote safeguarding within the School by providing leadership to staff, demonstrating to students and parents the value ENBS places on the safety of students.
- Lead and coordinate the student support staff to meet the needs of all students.
- To be one of the SMT members responsible for the leadership of admissions for the Senior School, including but not limited to, audition processes, coordinating with the Finance Manager regarding Dance and Drama Awards, liaising with parents regarding any internal progression concerns, and reporting to SMT & the Board regarding student cohort numbers and fee type.
- To lead on the planning of pre-enrolment, enrolment, and induction for students.

Provide wellbeing and safeguarding support and training for students and staff:

- Lead on safeguarding training for staff. Ensure that they are legally compliant, promote best practice and are reflective of the risks identified in the School, with an evaluation of their effectiveness built into the design.
- Ensure staff, students and parents understand the School's Whistle Blowing Policy. Investigating cases referred to the post holder, where the Policy guidance has deemed, they are the appropriate person to do so.
- Monitor the annual election of Student Representatives and be lead staff member of the Student Representative Council.
- Continue to develop the House Teams & House points system in collaboration with staff to positively reinforce and give recognition for student effort and progress.

Implementing and ensuring best practice as DSL:

- To be the first point of contact for safeguarding disclosures, concerns and referrals, providing expert advice and guidance, completing all necessary documentation and ensuring that full and accurate records are maintained.
- Lead in undertaking investigations where safeguarding concerns have been raised.

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- Ensure awareness of all government safeguarding recommendations and implement through the Safeguarding Policy, documentation, working practices and learning and development throughout the school.
- Ensure that all policies and procedures are communicated efficiently and at appropriate times to all staff, students, parents, and the Board of Governors and that they are accessible.
- Develop and manage effective safeguarding reporting within the School and ensure compliance with all professional safeguarding networks.
- Analyse complex and sensitive information and provide regular reports of safeguarding concerns and referrals, risk and risk mitigation strategies to SMT, safeguarding sub-committee and the Board of Governors.
- Work with English National Ballet and other ballet schools to ensure consistent and coordinated processes to safeguard students.
- Work in partnership with the three key safeguarding partners in Kensington and Chelsea in respect of any safeguarding concerns of students at risk of harm and related referrals.
- Attend external events and maintain key external networks e.g., local authority staff and health care providers in order to stay informed of and influence current best practice in safeguarding. These should include but are not limited to, the local DSL network for Independent Schools as well as the DSL network of Music and Dance Schools
- Produce regular reports to SMT and the safeguarding sub-committee on Complaints (where safeguarding related), Health and Safety Incidents and Accidents and student incidents identifying trends and links and any actions required.
- Liaise with staff (especially student support staff, the School's IT provider and Head of Studies) on matters of online and digital safety.
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns.
- Understands relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Ensure when a student leaves the School that their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from any other documentation, ensuring secure transit, and confirmation of receipt.
- Ensure when a child protection file is received from another school, that key staff are aware as required.
- Plan and liaise with SMT on the content of regular student assemblies and lead on these as required.

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- To lead on the tracking and monitoring of student attendance, taking appropriate action where necessary, with the aim to support the ability of students to achieve and ensuring they are safe.

Developing the student support service:

- Ensure that the Student Handbook is reviewed annually, involving the students wherever appropriate.
- Conduct regular student surveys to get feedback to share with staff to support a culture of continuous improvement.
- Co-manage the School Counsellor and look at ways to build and develop this provision.
- To further develop the careers support for students, working closely with Dancers Career Development (DCD), ENB, other ballet companies and ENBS Alumni
- Point of contact for GAP and Associate students in relation to safeguarding

General:

- Uphold the policies and procedures of the School and contribute to joint team responsibilities.
- Work towards and promote the aims and values of the School at all times.
- Promote equality, diversity and inclusion across all areas of work.
- Abide by the joint team responsibilities as outlined in the staff handbook.
- Manage, attend and assist with School events and training where appropriate.
- Undertake any other reasonable tasks as directed by the Directors

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. The list of responsibilities is not exhaustive, and the employee may be required to perform other duties as operationally required and at the discretion of their Line Manager.

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PERSON SPECIFICATION FOR HEAD OF WELLBEING AND SAFEGUARDING

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

Essential:

- Excellent communication skills
- An empathetic and collaborative approach to dealing with people
- Experience at a senior management level with responsibility for safeguarding in a school/FE college environment
- Undertaken formal Lead Safeguarding training and Prevent Awareness training within the last two years
- Awareness of regulatory frameworks
- Track record of working with young people particularly those aged 16-19.
- Track record of successfully managing staff
- Experience of an Ofsted inspection

Desirable:

- Teaching qualification
- Experience of developing and delivering PSHE curriculum
- Understanding of change management
- An understanding/awareness of the requirements within budgeting and business planning
- Experience of dance training and an understanding of the pressures on young people throughout their dance training and pursuit of a dance profession

Competencies:

- Willingness to update formal Lead Safeguarding training and Prevent Awareness training every two years, or as required by legislative changes
- Willingness to refresh training on safeguarding and student support at regular intervals, and at least annually to enable a relevant and up to date appreciation of developments relevant to the role
- Ability to lead and support teams effectively
- Understanding of sound human resource practices
- Good time management, planning and organisational skills

This role is subject to a Disclosure and Barring Service Check in line with the School's Safeguarding Policy and Procedures.