

Job Description

Investigation Manager

Pay Point Scale 6 £27,978 - £30,048 (pro rata)

Reporting To: SLT

Working Hours: 36 hours per week. 39 Weeks TTO

Summary

To work cohesively with the SLT, Pastoral and Inclusion Teams, and all staff who have a responsibility for behaviour and safeguarding, to oversee, coordinate and conduct the effective and impartial handling of investigations into Exits from classrooms, and High-Level Incidents.

Key Responsibilities

- Developing and regularly review the Academy's standards and procedures for effective case investigation for approval by Principal
- Maintain high standards of behaviour within the Investigation Room, ensuring that students complete meaningful work whilst investigations are pending.
- To liaise regularly with Learning Walk to ensure that required students are picked up quickly and returned to lessons where appropriate.
- Monitoring and co-ordinate case flow to ensure timely resolution and compliance with Academy policies
- Ensuring all cases are handled fairly and equitable in accordance with Academy policies, to include the Behaviour Policy
- Receiving cases and conducting investigations, interviewing all participants of the complaint/concern and witnesses and accurately recording all witness statements
- Obtaining all relevant evidence pertaining to an incident, for example CCTV and mobile phone where required and where authorisation has been given
- Managing case files, preparing reports and recording data on MIS system
- Discussing findings with and making recommendations to the Principal and Deputy Principal for the closure and / or effective resolution of any cases
- Communicating with parents of students that are the subject of the investigation both during and post investigation to keep them informed of progress and resolution of issues.
- To conduct restorative conversations with students as appropriate, and in-line with the outcomes of investigations.

General

- The role holder may be required to perform any other reasonable tasks as requested by their Line Manager or members of the senior leadership team
- The duties and responsibilities of the position may be amended at any time in accordance with the needs of the Academy

Person Specification – Investigation Manager

Knowledge and Experience

- Experience of working with young people in an education or youth and community environment.
- Familiarity in conducting investigations or interviews

Skills and abilities

- An approachable manner and professional in approach to others
- Organised, methodical and able to prioritise workload effectively
- Able to listen, assimilate information and make informed decisions
- High level of verbal and written communication skills
- Maintains a flexible approach to work and can remain calm under pressure.
- Excellent internal and external customer service skills.
- Takes responsibility for and respects the necessity of working confidentially.

All Academy staff are required to support and encourage the Academy's ethos and its objectives, and will be subject to the Academies policies and procedures.