

# Role descriptor: School Advocate



Date adopted by the MAT	July 2024
This policy is scheduled for review on	Annually

# Contents

- School Advocate roles .....2
  - 1. Support and challenge Advocate .....2
  - 2. Safeguarding Advocate .....2
  - 3. SEND Advocate .....3
  - 4. Christian Distinctiveness Advocate .....3
  - 5. EYFS Advocate .....3
  - 6. ICT/Cyber Security Advocate .....3
- Eligibility .....3

# School Advocate roles

At the time of reviewing this document, the following School Advocate roles have been agreed:

1. Support and challenge
2. Safeguarding
3. SEND
4. Christian Distinctiveness
5. EYFS
6. ICT/cyber security

The Directors may add to or amend these roles at any time.

## 1. Support and challenge Advocate

It is anticipated that every Director (apart from the CEO) will be a Support and Challenge School Advocate and will be assigned at least one school to work with:

- Support Headteachers/Heads of School to be great leaders – meet informally between meetings in person or online
- Monitor the impact of MAT practice at local level
- Champion Manor MAT vision and culture within the school
- Review school progress and strategic priorities
- Ensure the school is putting the children at the heart of everything they do
- Act as an escalation avenue for other Advocates to raise matters with Headteachers/Heads of School or Directors if there are unreasonable concerns
- Opportunity to attend Parent and Community Advisory Forum meetings
- Attend termly Progress Board meetings and undertake learning walks alongside the Headteacher/SLT

## 2. Safeguarding Advocate

- Work with schools to build effective relationships and support the Designated Safeguarding Leads (DSLs) via the Safeguarding Network and conversations with executive leaders
- Understand the Trust's safeguarding strengths and areas for development
- Understand how the culture of safeguarding is working within the schools
- Understand how safeguarding is built into the school curriculum and how pupils are taught about staying safe (including online safety)
- Contribute what they know about broader safeguarding issues in the local area to ensure Manor MAT's intelligence is robust with regard to identifying safeguarding priorities and prevention
- Provide strong, local voice in support, challenge and guidance given to Directors
- Be consulted re: annual child protection and safeguarding policy review (i.e. Keeping Children Safe in Education updates)
- Attend at least one Safeguarding Network meeting per year (receive minutes for all meetings)
- Strategic overview of safeguarding aspects sought from across the Trust – headlines and recommendations shared with Trust leaders and Directors

### **3. SEND Advocate**

- Work with schools to champion a focus on effective support of SEND children
- Develop an understanding of what barriers to learning are, in a local context, and feedback into Directors' decision-making processes
- Contribute what they know about broader equality and diversity issues in the local area to ensure Manor MAT intelligence is robust with identifying and responding to key local issues
- Provide strong, local voice in support, challenge and guidance given to Directors
- Attend at least one SEND Network meeting per year (receive minutes for all meetings)
- Strategic overview of SEND aspects sought from across the Trust – headlines and recommendations shared with Trust leaders and Directors

### **4. Christian Distinctiveness Advocate**

- Work with Heads of CE schools in the Trust to support and champion their distinctively Christian nature
- Conduct regular school visits (aim to visit each school setting at least once in each academic year)
- Undertake relevant Diocesan training
- Report findings back to Directors

### **5. EYFS Advocate**

- Attend at least one EYFS Network meeting per year (receive minutes for all meetings)
- Conduct regular school visits (aim to visit each school setting at least once in each academic year)
- Undertake relevant training as advised by the Trust
- Report findings back to Directors

### **6. ICT/Cyber Security Advocate**

- Undertake relevant training as advised by the Trust
- Meet with the Head of ICT (at least annually) to learn more about the work of the Trust and to challenge current practice
- Report findings back to Directors

## **Eligibility**

School Advocates will normally be Directors. In exceptional circumstances, the Directors may choose to Appoint a School Advocate from outside their number e.g. due to insufficient numbers of Directors or to fill a specified skills gap.