



MANOR
MULTI ACADEMY TRUST

Creating

Futures

TOGETHER

Role descriptor – School Advocate

Approved by: Board of Directors

Signature: D Coles

Approved on: 20.7.23

School Advocate roles

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

1. Support and challenge
2. Safeguarding
3. Inclusion

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

1. Support and challenge

It is anticipated that every Director (apart from the CEO) will be a School Advocate – Support and Challenge 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
- Chair allocated school Parent and Community Advisory Forum meetings
- Investigate any complaints made against the Headteacher/Head of School (in line with Stage 2 of the Complaints Policy) and to help try to mitigate the complaint
- Attend termly Progress Board meetings

2. Safeguarding

- Work with one school or across a group of schools to build an effective relationship and support the Designated Safeguarding Lead (DSL)
- Understand the school/safeguarding strengths and areas for development
- Understand how the culture of safeguarding is working within the school
- 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 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)
- Compliance – e.g. attend safeguarding audits, check Single Central Record is complete and policy is followed etc.
- Attend at least one safeguarding network committee 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. Inclusion

- Work with one school, or across a group of schools, to champion a focus on effective support of SEND, LAC and disadvantaged children and young people
- 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 inclusion network committee meeting per year (receive minutes for all meetings)
- Strategic overview of inclusion aspects sought from across the Trust – headlines and recommendations shared with Trust leaders and Directors

Eligibility

The School Advocate will normally be a Director. 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.

Term of office

Directors will review the School Advocate roles annually in the summer term ahead of the upcoming academic year.