

**JOB TITLE: Head of Safeguarding & Welfare**

**SCALE: Kent Range 10**

**RESPONSIBLE TO: Senior Leadership Team (SLT)**

42 weeks per year (term time plus 15 additional days to be worked during school holidays)

**Work pattern:** 8.30- 4.30 (Monday to Friday), 37 hours per week

**RESPONSIBILITIES AND DUTIES:**

The role includes the strategic leadership and operational management of a broad range of safeguarding areas including informal family support and working through to full child protection cases.

The Head of Safeguarding & Welfare will build very strong relationships with professionals, parents, carers, pupils and other key stakeholders in the Wyvern community.

Internal contacts:

Pupils, Staff, Senior leadership Team, Governors.

External contacts:

Families of our pupils, Social Services, Police, Healthcare Professionals, Early Help, Local Authorities. Contacts within other schools such as Headteacher, Designated Safeguarding Lead, Senior Leadership Team, Family Liaison Officer.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Be the first point of contact to receive safeguarding reports through CPOMS, triage for urgency and take necessary action

Attend any safeguarding meetings as required such as Child Protection Conferences, Core Groups, Strategy Discussions, Child in Need meetings, Early Help reviews. Represent the school, the child and provide updates as required.

To lead the designated safeguarding team, supporting pupils, parents and staff ensuring safeguarding is of the highest quality throughout the school.

Manage safeguarding caseload relating a range of issues up to and including child protection. Monitor and follow up as required.

Establish and foster good relationships with families encouraging family involvement and engagement.

Strategically plan and deliver induction safeguarding training to all new staff and refresher training throughout the year.

To lead the safeguarding team, including carrying out appraisals

Work families to promote self-esteem, helping them maximise their own personal and interpersonal skills, which will enable them to respond to family needs, empowering them to enhance good parenting.

Identify need for support including how to meet the emotional needs of pupils. Offering impartial information or referral to Early Help and all other relevant services/agencies. Follow up as required.

Keeping up to date on the range of agencies in order to maintain knowledge of services that families might be signposted to.

Keeping records and all documentation pertaining to meetings/contact with pupils and families. These records should be stored in accordance with GDPR requirements, maintaining maximum confidentiality as appropriate.

Carry out home visits as required.

Promote equality for all individuals, recognising and encouraging anti discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising rights and choices, and respecting personal beliefs and identity.

The post holder is responsible for keeping own professional training and development updated as appropriate.

**PERSON SPECIFICATION: Head of Safeguarding & Welfare**

The following outlines the criteria for this post. Applicants who have a disability and who meet the essential criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

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|  | **Essential** | **Desirable** | **Assessment** |
| **Experience** | Extensive experience of safeguarding.  Have a thorough understanding of appropriate current relevant legislation, policy and guidance documents, including the Common Assessment Framework, Child Protection, Safeguarding, Children’s Act, Keeping Children Safe in Education etc.  Substantial experience of working as the designated person in safeguarding children and young people in schools, or in a similar role in a local authority or social work capacity.  Have an understanding and experience of statutory and regulatory safeguarding practice, policies, statutory agencies and Local Authority requirements for reporting external referrals.  Substantial experience of working in a multi-agency framework.  Substantial experience of working with children and families.  Demonstrate the ability to remain resilient when dealing with sensitive, emotionally challenging and confidential situations. | Experience of working in a school setting.  Experience of using reporting tools such as CPOMS  Experience of working with SEN children and post 16 Pupils.  Experience and appreciation of working within Ofsted requirements | Application  Interview |
| **Qualifications** | Safeguarding Children Level 3  Willingness to undertake further training. | Child Safeguarding Advanced Training – level 4 | Application |
| **Skills & Knowledge** | Excellent communication listening and observational skills.  Ability to deal with difficult emotionally challenging and sensitive situations empathetically.  Ability to facilitate groups.  Ability to chair meetings.  Understands equal opportunities.  Effective prioritisation and time-management skills  You should be competent in the use of IT including Microsoft Office applications.  Effective presentation and facilitation skills | Knowledge of SIMS  Experience of leading a team  Knowledge of the needs of disaffected and socially excluded “High Risk” families. | Application  Interview  Task  Presentation |
| **Personal Qualities & Behaviours** | The ability to forge good relationships in a non-judgemental and sensitive manner.  Ability to handle confidential information.  Excellent organisational and record keeping skills.  You must be confident and have the ability to work independently using your own initiative.  Ability to weigh up consequences quickly, in order to make timely decisions. |  | Application  Interview  Task |
| **Other Requirements** | The ability to empathise, to remain calm whilst working under pressure, patience, creative and proactive.  The ability to prioritise and juggle priorities at short notice.  Be able to work as a team. |  | Application  Interview  Task |