

JOB DESCRIPTION

Senior Safeguarding Officer (Turner Free School)

Job Title:	Senior Safeguarding Officer
Reporting to:	Vice Principal
Reporting Lines:	Designated Teacher/Designated Safeguarding Leads
Salary:	Academy Range 08

Role Purpose

- Under the leadership of the DSL, the Senior Safeguarding Officer (SSO) will take responsibility for safeguarding and child protection across the school.
- Acting as the school's Multi-Agency Lead and Deputy DSL, they will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.
- To work with the Designated Teacher to lead on ensuring a high quality of provision for Children in Care and Young Carers at TFS.
- The SSO will be required to safeguard and promote the welfare of children and young people. During term time, they should be available during school hours for staff to discuss any safeguarding concerns
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

Main areas of responsibility

The post holder will be overall responsible for:-

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Attend and contribute to child protection case conferences, core group and professionals meetings, CiN and other meetings as required

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role. Refresh knowledge and skills at least annually in order to remain up to date with the legislation and best practice relevant to the role.
- Undergo Prevent training and be able to give advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to provide advice and support to staff on protecting and identifying children at risk of FGM.
- Deliver relevant training to staff as necessary.

Raising awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the DSL to ensure the school's safeguarding and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- As appropriate, ensure that parents are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure key staff are aware of the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

Children in Care and Young Carers

- As Designated Teacher 2 for Children in Care, to liaise with external agencies in order to devise and implement strategies to overcome barriers to learning and engagement, liaising with the SENDco as appropriate.
- To support Children in Care at key transition points.
- To monitor the behaviour, attendance and wellbeing of Children in Care.
- To ensure excellent provision for our Young Carers, maintaining information on these young people and through offering support through the Young Carers Club.

Other areas of responsibility

- When children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Provide safeguarding reports, as required, to the Head of School, Challenge and Community Committee and Trust DSL.
- Model best practice and uphold the principles of confidentiality and data protection at all times

Qualifications and experience required of the post holder

- Current experience of safeguarding in schools.
- Recent DSL Certification.
- A command of the legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.
- Awareness of local and national agencies that provide support for children and their families.
- An understanding of the referral and assessment process for providing early help and intervention.
- A working knowledge of how local authorities conduct initial and review child protection conferences

- Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.
- To be highly motivated and to have a flexible approach towards work and working hours.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....