

Job Description

Job Title:		Reporting to	Designated Safeguarding Lead
Safeguarding Officer		Grade and Range:	WAT Grade F, pts 15 - 20
Line Management Responsibility		Number of staff Managed	N/A
Purpose and context:	<p>To work under the direction and guidance of the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead with regards to the management of Safeguarding and Child protection issues with an integral link to student attendance throughout the school day and support the Senior Leadership Team in providing a safe environment in which students develop and learn.</p> <p>To cultivate a happy and safe community environment in which all young people are safe, supported and provided with the highest quality of care.</p> <p>To encourage good practice by promoting and championing the Trust's safeguarding policy and local academy procedures</p>		

Accountabilities	<p>To assist the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL):</p> <p>Ensure that the Trust Safeguarding Policy is adopted and policies and procedures carried out in accordance with this document</p> <p>Respond appropriately to disclosures or concerns which relate to the well-being of a child</p> <p>Maintaining accurate, confidential and up to date documentation on all cases of safeguarding and child protection through the Academies safeguarding management system (CPOMS)</p> <p>Ensure the guidance of Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty</p> <p>To promote an atmosphere in which parents/carers are encouraged to take responsibility for meeting the needs of their children</p> <p>To keep abreast of developments, current initiatives and changes in her/his field and communicate to staff as appropriate</p> <p>To comply with a wide range of relevant legislation, national guidance relating to family support and raising aspirations for children</p>
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<p>Main Duties</p>	<p>Daily management/administration of CPOMS (Child Protection Online Management System)</p> <p>Receiving and coordinating safeguarding referrals, arranging action and reviewing services for children and families</p> <p>To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection</p> <p>To initiate and refer pupils to outside agencies and co-ordinate referrals</p> <p>Liaise with statutory agencies and ensure they have access to all necessary information</p> <p>Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours</p> <p>To lead, liaise and coordinate with colleagues and outside organisations regarding the Early Help Assessment and to coordinate and monitor all referrals, recommendations and actions</p> <p>To keep written records and minutes of meetings as required</p> <p>To ensure all actions from planning and interventions meetings are successfully carried out and monitored</p> <p>Liaise and work closely with Leadership team members responsible for Safeguarding and Inclusion, Directors of Learning, Student Managers, Attendance Officer and School Counsellor across all year groups.</p> <p>To support the Attendance team with students deemed to be PA (Persistently Absent) or CME (Children Missing Education), attending associated meetings with parents and other professionals.</p> <p>To contribute to a register of students deemed 'Vulnerable' or who have child protection plans in place</p> <p>To attend relevant meetings and training sessions as required.</p> <p>Raise awareness of the School's Designated Safeguarding Lead (DSL) to parents/carers, adults and children involved in the organisation, assist in Safeguarding Training.</p> <p>To work directly with families in order to prevent children becoming looked after and or suffering significant harm</p> <p>Assess safeguarding concerns when attending home visits</p> <p>Attend and participate in regular safeguarding update meetings</p> <p>Provide advice and guidance to pupils/parents/staff etc.</p>
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	<p>To actively work with parents/carers and/or other agencies for the safeguarding of children, through joint planning, training and/or monitoring of the arrangements</p> <p>This post will involve travel to off-site venues and a flexible approach to working hours and experience of lone working.</p> <p>To maintain confidentiality at all times</p> <p>To undertake other such duties that maybe reasonably required and which are consistent with the general level of responsibility of this post.</p>
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Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement
 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities
 The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: **Date:**

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Head of School: Steffan Ball

Person Specification

Safeguarding Officer

Qualifications

Essential

Good standard of education to include English and Maths at GCSE (or equivalent) at Grade 4/C or better

Desirable

Evidence of recent and relevant safeguarding and child protection training

Experience and Knowledge

Essential

A commitment to ensuring the health, safety and wellbeing of all children

Experience of working within an education setting in a similar role

Experience of working with groups of vulnerable students

Demonstrable evidence of developing and implementing strategies to help children and their families

Experience of conducting case management and investigative work

Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people

A commitment to maintaining confidentiality and utmost discretion at all times

Desirable

An in-depth knowledge and understanding of legislation and guidance on safeguarding and child protection in educational establishments

Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families

Experience of working within Child Protection and Multi Agency liaison

Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work

Good awareness of Online Safety

Knowledge of Schools Information Systems (SIMS)

Knowledge of Schools Safeguarding Management Systems (CPOMS)

Skills and Abilities

Essential

Ability to recognise when a safeguarding concern requires immediate action to safeguard a child

Excellent IT and administrative skills

Ability to maintain student records and write other reports as required

Ability to record and produce minutes from safeguarding meetings

Ability to work on one's own initiative, balance competing priorities and organise a work schedule

Ability to motivate children/young people by establishing empathic and supportive working relationships

Ability to work as part of a team to reach agreed targets and outcomes for children/young people

To demonstrate an ability to work amongst multi- agencies

Ability to motivate children/young people by establishing empathic and supportive working relationships

Ability to work as part of a team to reach agreed targets and outcomes for children/young people

Ability to work under pressure and meet deadlines.

Acts with pace and urgency, is enthusiastic and decisive

Motivation

Essential

Motivation to work with children and young people.

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Emotional resilience appropriate to the job and level of responsibility

Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

Personal Qualities

Essential

Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect

Open and honest and is an active listener

Takes responsibility and accountability

Committed to the needs of students and all other stakeholders

Demonstrates a can –do attitude

Is adaptable to change/welcomes and embraces change

Communicates effectively

Has the ability to learn from experiences and challenges.

Strong listening skills and the ability to deal with sensitive situations with integrity.

Ability to work as part of a team to reach agreed targets and outcomes for children/young people

Patience and empathy