



# SAFEGUARDING OFFICER/SCHOOL ENGAGEMENT OFFICER

VALLEY PARK SCHOOL



JOB DESCRIPTION	
Job Title	Safeguarding Officer/School Engagement Officer
Grade	VIAT 6 £26,520 - £30,143 (actual £24,457 - £27,798)
School / Department	Valley Park School
Base	Valley Park School
Hours	37 hours per week (8.30am – 4.30pm Monday to Thursday and 8.30am to 4.00pm Friday), term time only - 190 days plus 20 days
Reports to	Designated Safeguarding Lead
Accountable to	Designated Safeguarding Lead

## Job Summary

The post-holder will work alongside, in both a strategic and operational capacity, our Designated Safeguarding Lead and our Attendance and Inclusion Manager to ensure effective and appropriate interventions are enacted in an efficient and timely manner which support students' welfare, safeguarding, attendance and/or punctuality. In this crucial role, the successful applicant will provide confidentiality, guidance, welfare and advice ensuring that where there are concerns regarding a student's wellbeing, attendance and/or punctuality the appropriate action is taken. This will involve working alongside students and their families, as well as colleagues in school and professionals from external agencies including our external safeguarding and attendance consultants.

## Key Working Relationships

- Headteacher;
- Designated Safeguarding Lead and Deputies;
- Heads of Year;
- Attendance and Inclusion Manager;
- Student Support Managers;
- Teachers and Students.

## Key Responsibilities

This is a varied role and particular responsibilities will include, but are not limited to:

- Working with others within the organisation to create a positive, child-centred environment.
- Play a lead role in developing and establishing the organisation's approach to safeguarding children and young people – a key role within the organisation.
- Ensure all safeguarding files are electronically uploaded and maintained on My Concern.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child and provide alerts to the Designated Safeguarding Lead (DSL) and/or the Headteacher when these happen.

- Log safeguarding related information on My Concern and ensure items are categorised, tasked and allocated to relevant Head of Years with a completion date. Serious Safeguarding concerns to be dealt with in conjunction with the DSL.
- Maintain records for Heads of Year, profile flags and levels of need.
- Manage access rights for staff accessing sensitive information.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable student's welfare.
- Initiate and refer students to outside agencies and co-ordinate referrals.
- Liaise with school staff in initiating multi-agency referrals for students.
- Central point of contact for internal and external individuals and agencies in line with the DSL and to organise meetings for professionals.
- Respond to information requests from agencies including Social Service, Early Help or Police.
- Coordinate the dissemination of policy, procedures and resources throughout the organisation in line with the DSL.
- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children.
- Ensure safeguarding standards are met and maintained.
- Maintain continued professional development to ensure that skills are pertinent to the role of DSO; this includes Safer Recruitment, KCSIE Prevent and FGM.
- Keep the training log updated and ensure all staff have read the relevant information.
- To attend and support the Wellbeing Committee.
- To signpost families to sources of advice and guidance within the local community and via other agencies.
- Establish and foster good relationships with parents/carers of children at the school and encourage good home and school communication.
- To support the effective delivery and running of Place2Be provision.
- Work with students and families with the lowest attendance (Persistently Absent and Severely Absent) to identify and remove barriers to attendance.
- Work with external agencies such as Early Help, to support families who need additional support.
- To provide support and guidance for students in terms of supporting early morning/late afternoon study sessions, reintegration meetings, pastoral meetings, detentions, internal and external suspensions and attendance issues.
- Support students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures.
- Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life.
- Be available to respond to calls for support for students within the school.
- Be present, where required, at school events.
- Be a visible and pro-active part of the duty system throughout the day in terms of supporting staff in class, and during break and lunch times.
- Work with senior leaders responsible for PPG to help implement and review the strategy.
- Support PPG students and their families to ensure good attendance and progress.

## Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>To be willing and able to work towards gaining any relevant qualifications, attending training and to take responsibility for your own development.</li> </ul>	<ul style="list-style-type: none"> <li>A relevant qualification related to the role.</li> <li>DSL trained would be an advantage.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with key software such as Microsoft Word and Excel.</li> <li>Experience of a busy office environment.</li> <li>Experience of verbal and written communication with a variety of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of school procedures, organisation and structure so that work can be prioritised.</li> <li>Experience of Attendance management.</li> <li>Experience of the use of SIMS.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the use of key software such as Microsoft Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of key safeguarding procedures in schools.</li> <li>Knowledge of school procedures, organisation and structure so that work can be prioritised.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with.</li> <li>Be able to prioritise work in different situations.</li> <li>Good organisation skills.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Capacity to remain calm under pressure</li> <li>A sense of humour</li> <li>Able to work supportively as a team member and able to take own initiative when working independently.</li> </ul>	