



Safeguarding and Parent Support Advisor Job Description

Pay scale: CAT Range 8 (bands 24-28- £31,401-£35,989 pro rata to term time only)

Hours: term time only

Responsible to: Headteacher/ lead DSL

MAIN PURPOSE OF THE JOB

You will work closely with our Designated Safeguarding Lead (DSL) and wider pastoral team to support students' welfare, monitor safeguarding concerns, and help coordinate the school's response to vulnerable pupils. You will be a trusted adult for students, a liaison with families and external professionals, and a key contributor to the inclusive and supportive culture we foster.

Your responsibilities will include:

- Ensuring that as part of the DSL team, safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes, are in place.
- Acting as a point of contact for students who need pastoral or safeguarding support.
- Supporting the secure management of safeguarding systems such as CPOMS and Operation Encompass and ensuring that pupil safeguarding files and whole school records, discussions and decisions, are up to date and accurate- including the rationale for those decisions and whether any referrals were made.
- Liaising with school staff, families and external agencies under the direction of the DSL including representing the school at multi-professional meetings including those with Social Services so that they have access to all necessary information
- Supporting referrals and access to wellbeing and mental health services
- Helping to coordinate support for students with additional needs in collaboration with the SENDCo
- Supporting the Designated Teacher for Looked After Children (CLA) to monitor welfare and progress
- Producing statistical information with regard to safeguarding and pupil groups
- Undertaking home visits as part of the wider safeguarding and Parent Support advisor team.
- Working with children as appropriate
- Contribute to creating a safe and welcoming learning environment.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency, e.g. children's social care services (CSCS), the police and Channel.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made. Act as a source of support, advice and expertise for all staff regarding child protection and safeguarding matters.

In addition, you will

WORKING WITH OTHERS

- Have a good knowledge of local multi-agency teams, act as the main point of contact with those safeguarding partners. Take part in strategy discussions and multi -agency meetings.
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Liaise with the senior mental health lead where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

INFORMATION SHARING
<ul style="list-style-type: none"> • Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained. • Understand the importance of information sharing with appropriate staff and external agencies. • Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.
RAISING AWARENESS
<ul style="list-style-type: none"> • Ensure that child protection policies and procedures are understood by all staff members, especially new and part-time staff, and are implemented correctly. • Ensure the school's safeguarding and child protection policies are available publicly. • Review the school's Child Protection and Safeguarding Policy on an annual basis and present it to the governing board for approval. • Liaise with the safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies on safeguarding arrangements. • Assist in promoting educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with staff.
WORKING WITH CHILDREN
<ul style="list-style-type: none"> • Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures. • Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built. • Be alert to, and understand, the specific needs of vulnerable pupils. • Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare. • Recognise potential barriers some pupils, e.g those with SEND, may face to disclosing abuse, or staff recognising that they are being abused, ensuring measures are in place to mitigate such issues.
EXPERIENCE AND SKILLS- ESSENTIAL
<ul style="list-style-type: none"> • Relevant L3 qualification and A - C in English & Maths or equivalent • Designated safeguarding officer training within the last 3 years • A sound understanding of safeguarding procedures and legislation (e.g. KCSIE) • Experience in a safeguarding, pastoral or welfare role within a school or care setting • Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work • Extensive experience of working effectively with the parents /carers of children / young people • Experience working with multi-agency team including a knowledge of CAMHS or mental health referral pathways • Excellent organisational and communication skills, especially when dealing with vulnerable children/families • Confidence using safeguarding reporting systems or databases and ability to maintain professional confidentiality and accurate records including occasions when it is appropriate to share information
EXPERIENCE AND SKILLS- DESIRABLE
<ul style="list-style-type: none"> • A relevant qualification in safeguarding, youth work, or social care • Experience of home visits • Experience of chairing multi-agency meetings • Knowledge of the school's management systems of Arbor and use of CPOMS or similar • Experience of being a lead DSL • Experience working with SEND and/or CLA students



Safeguarding and Parent Support Advisor Person Specification

Experience	<ul style="list-style-type: none"> • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Implementing and encouraging good safeguarding practice throughout a large team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Qualifications/ Training	<ul style="list-style-type: none"> • Relevant L3 qualification and A - C in English & Maths or equivalent • Designated safeguarding officer training within the last 3 years
Knowledge/ Skills	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of children • Awareness of local and national agencies that provide support for children and their families • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns • Good IT skills including knowledge and use of CPOMS or similar software • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Continuing Professional Development	<ul style="list-style-type: none"> • Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C • Undertake Prevent awareness training • Refresh knowledge and skills at regular intervals and at least annually • Provide training and relevant safeguarding updates to staff and governors as required. • Provide comprehensive induction training to new staff and early career teachers (ECTs) with the aim to strengthen their safeguarding skills and experience.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.
This post is subject to enhanced DBS clearance