



JOB TITLE: Mast Safeguarding Officer

SCALE: Kent Range KSE

RESPONSIBILITY TO: Headteacher / MAST Safeguarding Lead

RESPONSIBILITIES AND DUTIES

To work as part of the Multi Agency Support Team (MAST), providing support and information to parents whose children attend The Beacon. To investigate concerns raised by parents, pupils and staff as agreed by the Lead DSL's

The role adopts a proactive approach to safeguarding the pupils and parents/carers in our community, aiming to work in a preventative manner. The role includes the management and support of a broad range of safeguarding areas including informal family support and working through to full child protection cases. The Safeguarding Officer will build very strong relationships with professionals, parents, carers, pupils and other key stakeholders in the Beacon community.

Principal Duties and Responsibilities:

- Be instrumental in and part of the MAST Safeguarding Team, supporting pupils, parents and staff ensuring safeguarding is of the highest quality throughout the school.
- Promote self-esteem of families helping them maximise their own personal and interpersonal skills, which will enable them to respond to family needs, by communicating openly to enhance good parenting.
- Identify needs 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.
- Keeping up to date on the range of agencies in order to maintain knowledge of services that families might be signposted to.
- Maintaining high levels of pupil attendance and punctuality, and/or working to improve it.

- Be the first point of contact for families and staff in regard to individual pupils.
- Establish and foster good relationships with families encouraging family involvement.
- Keeping records and all documentation pertaining to meetings/contact with pupils and families.
- Managing safeguarding caseload relating to a range of issues up to and including child protection.
- Early Help Notification administration/Safeguarding administration.
- Attending Child Protection/ ChIN and Strategy/ meetings as needed, act as Lead Professional where required.
- Leading/ participating in Parent Forum/support group meetings, including attendance at parents' evenings and consultation events, when required.
- Promoting 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.
- Supporting families with English as an Additional Language (EAL).
- Carrying out home visits as required.
- Leading/facilitating induction and training for staff.
- Following up on absences for pupils where parents cannot be contacted or where patterns of absence are observed.
- Providing early intervention for pupils and families where absence levels are falling or are below expectations
- Keeping clear records of communication and produce reports from Sleuth or Medical Tracker where required
- Supporting MAST Leads with safeguarding cases, external meetings and liaison with external agencies
- Promoting the use of Sleuth and providing training and support for staff.
- Any other duties as directed by the Headteacher or lead DSL

JOB SPECIFICATION: Mast Safeguarding Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet the criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ Level 3 or Equivalent• Level 2 or at least Grade C GCSE in Literacy and Numeracy• Driving Licence
KNOWLEDGE, EXPERIENCE & SKILLS	<ul style="list-style-type: none">• Sound knowledge and understanding of child growth and development.• Knowledge of the parenting needs of children.• Understands equal opportunities.• Knowledge of School entry procedure.• Knowledge of resources within the area.• Knowledge of the needs of disaffected and socially excluded "High Risk" families• Excellent communication listening and observational skills.• Experience of working in a multi-agency framework.• Previous experience of working with children and families.• Experience of Working in a school setting. Designated Safeguarding Experience
PERSONAL QUALITIES	<ul style="list-style-type: none">• Of smart professional appearance.• The ability to empathise, to remain calm whilst working under pressure, patience, creative and proactive.• The ability to prioritise.• Be able to work as a team.• Ability to deal with difficult and sensitive situations empathetically.• Ability to facilitate groups.• Ability to chair meetings.• The ability to forge good relationships in a non-judgemental and sensitive manner.• Ability to handle confidential information.• Excellent organisational and record keeping skills