

Multi-Agency Support Team Safeguarding Officer
Job Description and Person Specification



Job Title:	MAST Safeguarding Officer
Salary range:	Kent Scheme E (KSE) Actual Salary (£24,169 - £25,787)
Responsibility to:	Headteacher / MAST Safeguarding Lead
Contract:	Permanent, Term time only (pay will be pro-rata accordingly)
Hours:	37 hours per week

Main purpose of the role:	To work as part of the Multi Agency Support Team (MAST), providing support and information to parents whose children attend The Beacon. The role adopts a proactive approach to safeguarding the pupils, parents/carers and staff 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.
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Main duties

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. • Investigate concerns raised by parents, pupils and staff as agreed by the Lead DSL's • 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. • Maintain high levels of attendance and punctuality for students, and/or working to improve it. • Follow up on absences for pupils where parents cannot be contacted or where patterns of absence are observed. • Be the first point of contact for families and staff regarding 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. • Manage safeguarding caseload relating a range of issues up to and including child protection. • Early Help Notification administration/Safeguarding administration. • Attend Child Protection/ CiN and Strategy meetings as needed, act as Lead Professional where required. • Lead or participate in Parent Forum/support group meetings, including attendance at parents evenings when required • Promote 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. • Support families with English as an Additional Language (EAL) • Carry out home visits as required. • Lead or participate in induction training for new staff and to lead and facilitate training.
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	• Support MAST Leads with safeguarding cases, external meetings and liaison with external agencies • Promote the use of Sleuth and provide training and support for staff on this • Understand and comply with school policies and procedures including those relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection. • Any other duties as directed by the Headteacher or lead DSL <i>The duties may be varied to meet the changing demands of the school/pupils and these duties may therefore be changed at the discretion of the Assistant Headteacher and following consultation with you.</i>
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Person Specification

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.

	Essential
Professional Qualifications	• GCSE A-C grade (or equivalent) in English and Maths • Minimum NVQ Level 3 or Equivalent, relevant to the role
Knowledge, skills and experience	• 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	• Professional demeanour • Ability 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 • Strong communication with the ability to build relationships in a non-judgemental and sensitive manner. • Ability to handle confidential information • Excellent organisational and record keeping skills

The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.