

## Job Description: Safeguarding Manager

Responsible to:	Assistant Head Teacher Inclusion - DSL
Job Type:	Permanent
Grade:	8
Hours per week:	32.5
Working weeks:	39
Location	<sup>1</sup> Larkmead School

### JOB PURPOSE

Working as an integral part of the school safeguarding team, implement and review safeguarding policies and procedures. Receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies and pro-actively work with parents/carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.

### KEY TASKS

Main liaison with pastoral staff in initiating multi-agency referrals for students on EHR/TAC/TAF processes and interventions .

Maintaining accurate, confidential and up-to-date documentation on all cases and supporting safeguarding team staff in doing the same.

Coordinate the support and raise the profile of Young Carers across the school.

Supporting with Risk Assessments for individual students, parents and staff.

Supporting with the training and reviewing of Pastoral Support plans.

Providing an effective interface between the school and other agencies and services.

Responding appropriately to disclosures or concerns relating to the wellbeing of a student.

Engage in regular CPD to maintain and bolster safeguarding knowledge.

Work with feeder Primary Schools to ensure a smooth transition for vulnerable students moving into Yr 7.

Develop the safeguarding profile within school by ensuring posters are up to date around site, social media messaging to parents is accurate.

Coordinating whole school safeguarding training.

Supporting with the review and leadership of the school's bi-termly safeguarding audits.

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

Promoting the safety and protection of all students and managing all specific child protection issues in school, out of school and online.

### Universal

- To participate in relevant staff development and training activities.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To be prepared to undertake First Aid Training if required.

### **GENERAL RESPONSIBILITIES**

All staff employed by Larkmead School are expected to work within the following policies and procedures:

#### **Safeguarding:**

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

#### **Health and Safety:**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

#### **Security and data protection:**

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

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## Qualifications and Experience

Qualities	Essential/Desirable
• Experience of working with young people	E
• Experience of working with education as a support worker (either working within Children's services or as a Pastoral worker with education).	D
• Experience of working in a safeguarding environment	E
• Level 3 Designated Safeguarding Lead qualified	D
• An understanding of Keeping Children Safe in Education	E
• Strong knowledge of safeguarding processes for young people and therein the support channels open to them	E
• Highly motivated, tenacious and a team player	E
• Experience of developing a safeguarding model within a school	D
• Strong links with external agencies in Oxfordshire	D
• A sense of humour	D

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