

Job Description

Post Title:	Safeguarding Officer
Location:	Farnborough Spencer Academy
Hours of work:	37 hours; Term-time only
Reporting to:	Student Welfare Manager

Main purpose of role:

The Safeguarding Officer assists the Student Welfare Manager in supporting our most vulnerable pupils. They will: develop and maintain links between school and external agencies; ensure the safety, well-being and safeguarding of all pupils and work closely with the pastoral team to ensure all support considering the 'whole child', including their attendance, behaviour and academic achievements.

General responsibilities

- Supporting our most vulnerable pupils and parents/carers/guardians – offering 1-1 support and guidance
- Follow whole school disclosure guidelines (Safeguarding and Child Protection policy) to follow up disclosures in line with national policies, keeping records of all actions taken.
- Key administration linked to child protection and safeguarding.
- Communication and liaison with the wider pastoral team and teaching staff.
- Liaison with outside agencies.
- Ensure continued personal professional development by undertaking the appropriate level of Child Protection training and MIS training (e.g. SIMS and CPOMS).

Duties specific to this role:

- Work with vulnerable pupils (frequently on a 1-1 basis) to ensure appropriate safeguarding arrangements and strategies are in place including empowering young people to safeguard themselves with the overall aim of ensuring their safety and enhancing their wellbeing.
- Communicate in a timely and effective manner with parents/carers and others involved in the care and education of pupils to ensure their safety and enhance their wellbeing.
- Be responsible for administration linked to Child Protection and safeguarding for an assigned case load or as directed by the Wellbeing Leader, including but not limited to:
 - Writing reports for external agencies (e.g. reports for MASH, EHAFs, TAF meetings) and writing referrals (e.g. for EHAF's, MASH, CAMHS, HFT, BE U Notts).
 - Safeguarding/Child protection administration linked to school trips and visits.
 - Maintaining internal records and databases such as tracking and monitoring vulnerable pupils.
 - Triaging safeguarding and wellbeing concerns via CPOMS and liaising with colleagues (e.g. Head of Years 7 to 13, Inclusion team, Learning Support) as appropriate.
 - Maintain accurate and detailed records on CPOMS of all work undertaken with identified pupils.
 - Prepare for and attend meetings including CIN meetings, core group meetings, TAC/TAF meetings, parental meetings etc.
 - Liaise with external agencies to ensure individual and relevant support for pupils.

- Support parents/carers/guardians in their understanding of issues relating to their child's safety and well-being including potential home visit act in the capacity as a DSL as part of the wider safeguarding team.

General:

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification	Essential	Desirable
Education and Training		
GCSE Maths and English (Grade C or above)	✓	
Microsoft Office including Word and Excel	✓	
Up-to-date DSL and safeguarding children training		✓
Disposition		
Energy and drive to support pupils and raise their aspirations	✓	
Friendly and approachable but firm manner	✓	
Smart appearance	✓	
Empathy and patience	✓	
Sense of humour	✓	
Skills		
Ability to remain calm under pressure and in difficult situations	✓	
Strong organisational skills to prioritise workload and meet deadline	✓	
Excellent verbal and written communication skills at all levels and in all circumstances	✓	
Excellent administrative skills including use of IT systems	✓	
Confidence to plan and deliver pupil workshops to small groups		✓
Excellent literacy skills	✓	
Knowledge / Experience		
Experience of an education setting		✓
Knowledge of safeguarding children essential and government policies/statutory guidance		✓
Knowledge of promoting and supporting pupils' gender, identity, diversity and inclusion		✓
Knowledge of strategies to support young people's mental health and wellbeing	✓	
Experience of using school IT systems (e.g. SIMS, CPOMS)		✓
Knowledge of local support services and referral pathways		✓
Experience of working with young people	✓	
Additional Requirements		
An expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS check	✓	
Understanding and commitment Equal Opportunities policies and acceptance of responsibility for practical application	✓	