

JOB ROLE

JOB PURPOSE

- The purpose of the post is to manage the day to day safeguarding operational activities and support the designated safeguarding lead.

SAFEGUARDING DUTIES

- Respond in a timely manner to concerns where a child is at risk of harm
- Proactively work with agencies, families and carers to plan and implement safeguarding measures.
- Support the DSL to ensure the safeguarding procedures are in line with latest KCSIE
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Attend and participate in Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required
- Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
- Always maintain confidentiality, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable pupils' welfare.
- Initiate and refer pupils to outside agencies and co-ordinate referrals.
- Liaise with school staff in initiating multi-agency referrals for pupils.
- Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate
- Review CPOMS daily and support the DSLs in managing the reports.
- Maintain your own knowledge of safeguarding through regular training and engagement with professionals
- Support the DSL to review patterns and trends in safeguarding reports and respond strategically to concerns

PROFESSIONAL DUTIES

- Lead by example, modelling excellent behaviour for staff and students
- Undertake any professional duties that are reasonably delegated by the Headteacher
- Support the ethos of the school at all times and in everything they do
- Ensure that new school initiatives are being applied consistently
- Support the school to ensure our school lives the values and everyone rises to the challenge
- Be familiar with and adhere to all School Policies
- Fulfil your duties and responsibilities regarding safeguarding pupils and health and safety
- Support the aims and ethos of the school and promote good relationships with students, colleagues and parents
- Set a good example in terms of dress, punctuality and attendance
- Participate in the School's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification

ADDITIONAL INFORMATION

- The equivalent of one week's hours is allocated for any safeguarding meetings that occur in the school breaks.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the role will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Area	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • GCSE English and maths at grade C or above (equivalent) • Qualified to work in the UK • Relevant safeguarding training including prevent 	<ul style="list-style-type: none"> • Further training and advancement of teaching skills. • Mini bus driving license • First Aider Certificate • Extensive safeguarding training
Professional Qualities	<ul style="list-style-type: none"> • Work cooperatively as part of a team • High expectations and commitment to safeguarding children from harm • Create and maintain positive and supportive relationships with staff, pupils and parents • Reflect on and improve own practice • Commitment to professional development • Competent ICT Skills • Commitment to working in a busy school environment • Flexible, motivated and committed to high standard of working, with a willingness to take on additional duties • Good attendance and punctuality • Adaptability to changing circumstances and new ideas • Resilient and determined to achieve goals • Committed to the ethos of the school • Commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach • Commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • Commitment to working in a flexible and collaborative manner with all members of the school community 	<ul style="list-style-type: none"> • Experience of working with children with barriers to learning • Know when to draw on the expertise of colleagues • Contribute to the wider life of the school
Knowledge & Skills	<ul style="list-style-type: none"> • Experience of working with children or young people in a school • An in-depth understanding of child protection and safeguarding legislation • The confidence and good judgment to manage situations relating to the behaviour of others towards a child • A commitment to safeguarding and promoting the welfare of young people • A willingness to challenge opinion, where necessary, and to drive the Child Protection agenda • Experience of working in the field of Child Protection with relevant qualifications • Willingness to participate in further training and development opportunities • Experience of planning and coordinating meetings in a time-pressured environment 	Experience in social care and relevant agencies

	<ul style="list-style-type: none">• Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality	
Safeguarding	<ul style="list-style-type: none">• A commitment to securing the safety and wellbeing of all pupils.• The successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy	