

Job Description and Person Specification

DATE	SIGNATURE

Role

Designated Safeguarding Deputy
Beckfoot Trust
Salary/Grade: Grade 7
Reporting to: Designated Safeguarding Lead

JOB DESCRIPTION

Corporate Responsibilities

- Working with the Designated Safeguarding Lead to manage the day to day liaison regarding child protection supporting pupils to achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher

This is a school-based role that will involve contact with children

Key Duties and Responsibilities

- Co-ordinate referrals to multi-agencies and, where appropriate, act as the Early Help Lead Professional in professionals' meetings.
- Prepare reports for and attend CiN, Child Protection and Core Group meetings involving children from the school as required.
- Attend and participate in Child Protection meetings/conferences and Planning and Review meetings, (Multi-disciplinary meetings and Common Assessment Framework), whilst working closely with colleagues in Children's Services/the Local Safeguarding Board as required, some of which may take place outside of normal working hours.
- Under the supervision of the Designated Safeguarding Lead make referrals and contribute information for professional assessments of need and risk (S17 and S47 reports) in respect of parents by using Local Authority procedures.
- Contribute to improvement in attendance in school across all groups of learners
- Challenge pupil's levels of attendance in accordance with the school's policies and work effectively with parents/carers
- Undertake home visits for targeted pupils as required
- Promote that all students and young people are happy, healthy, safe, and successful and achieve economic wellbeing.
- Co-ordinate and / or deliver any appropriate intervention to children and families that has been identified.
- Responsible for the communication of child/family issues to be passed to appropriate staff for CP and CiN children.
- Will liaise between the school and other agencies involved with vulnerable children, particularly Social Services and Police
- Where appropriate liaise with the Headteacher and DSL about issues which arise, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Deputise for the Designated Safeguarding Lead when required with support from senior leaders in school.
- Coordinate the allocation of any counsellors who practise in the School.
- Provide regular feedback to the Designated Person(s).
- Ensure there is regular liaison with the families of children known to Social Services to provide relevant information to the school
- Share and receive relevant information with / from Teachers and staff as appropriate.
- Maintain Child Protection records including CPOMS
- Where appropriate assisting in the completion of Personal Education Plans for looked after children in line with signs of safety guidance.
- Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
- Monitor the attendance and progress of identified vulnerable children and supporting them in school
- In conjunction with the Headteacher / Designated Safeguarding Lead (DSL) make referrals to Social Services when deemed necessary.
- Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs. · Will assist in the promotion of inclusion and acceptance of all pupils.
- Deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Support, uphold the Trust's equal rights policies and practices in respect of both employment issues and delivery of services to the community.
- Develop and assist school support staff in creating an atmosphere in school which is welcoming to parents/carers; collating and arranging appropriate displays; helping parents feel comfortable in engaging with the school and ensure up to date information is provided to school administration and teachers in relation to research articles and handouts for parents.
- Ensure that a high level of confidentiality is maintained in all aspects of working with children, young people and their families.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, when required and reporting any concerns to the designated officer in line with school policy and procedure.
- Monitor staff training is up to date.

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- Be mindful of Healthy and Safety, identify risks and ensure pupils are always supervised and safe, discouraging any potentially hazardous activities.
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Lead / attend meetings and undertake duties as required in line with Trust / school calendar, sharing expertise and supporting others
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English in school.

Date: June 2024

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Attendance Lead

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	- Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2. - Level 3 qualification or equivalent experience in relevant discipline		Application
Experience	- Evidence of relevant CPD activities - Recent and successful experience in a relevant setting - Experience of working with children and families with a range of barriers and needs	- Experience with social / youth work - Working in an area of high deprivation	- Application - Interview
Knowledge, Skills and Ability	- Ability to form constructive relationships and work effectively with children and adults. - Understanding of child development and ability to motivate and inspire pupils - Ability to resolve conflict - Understand varying needs of pupils and how to overcome barriers - Understanding of SEND - Good analytical skills - Strong planning and organisational skills - Work constructively as a part of a team - Excellent communication and interpersonal skills - Able to use IT and relevant software effectively - Thorough working knowledge of relevant policies and guidance and safeguarding legislation		- Application - Interview
Character/ Values	- High commitment to safeguarding and promoting the welfare of children - A belief in education and commitment to high levels of service to make a difference for young people - Commitment to the Trust agenda for inclusion, diversity, and equality - Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership - Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' - Emotionally intelligent: know when to direct and when to challenge - Present a positive perspective; able to listen and show awareness of other's	Interest in the Trust's wider role in the community	- Application - Interview

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	Essential Requirements	Desirable Requirements	How Identified
	sensitivities; have personal pride and lead by example • Understand the importance of work/ life balance • Resilient, flexible and hardworking		
Personal Circumstances	• Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity on occasion		• References • Interview