



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Safeguarding Officer

Location:

Malcolm Arnold Academy

Job Purpose:

To work as part of the central pastoral team supporting the effective operation of the attendance, behaviour, and safeguarding service on a day-to-day basis. To also meet with staff, students, and parents/carers to overcome barriers to learning and attendance.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Vice Principal, specialising in Inclusion, Safeguarding and SEND

Salary:

NJC 19

KEY RESPONSIBILITIES

KEY RESPONSIBILITIES AND DUTIES

- ★ To be committed to the safeguarding and well-being of students and staff in the academy.
- ★ To keep informed of current legislation, statutory and other guidance with regards to KCSIE, data protection and confidentiality.
- ★ To act as a point of contact for safeguarding, welfare, behaviour, and attendance concerns, providing timely, relevant support and advice to safeguard the student.
- ★ To attend internal/external safeguarding and attendance meetings as and when required
- ★ To maintain up to date, accurate, confidential records.
- ★ Meet with staff, students, and parents to identify and overcome barriers to learning, attendance and behaviour concerns.
- ★ To make unsupervised contact with families in response to allocated referrals i.e. home visits and / or meetings in school as and when required.
- ★ To support the Attendance Officer in facilitating a return to school for vulnerable pupils, using appropriate strategies within specified timescales.
- ★ To initiate the completion of Multi Agency Safeguarding Hub (MASH) referrals.
- ★ Oversee caseloads of students at CIN and CP level.
- ★ Support meetings for Children in Care.
- ★ Attend multi-agency meetings and work with external providers and services.
- ★ To identify the well-being needs of students and staff through regular surveys and feedback and to provide well-being strategies to the Academy community as required and directed by the Assistant Principal.
- ★ To promote, contribute and support the Trusts and Academy's culture of wellbeing through signposting training, offering advice and guidance to staff, holding drop-in sessions for wellbeing and to be involved with local and national well-being initiatives.
- ★ As a member of the frontline welfare team responsible for responding, as appropriate in times of crisis (for example, bereavements, accidents, incidents – inside and outside of school) as directed by the Vice Principal, specialising in inclusion, Safeguarding and SEND.
- ★ In partnership with professional support and external agencies responsible for the implementation of individual medical and care plans, ensuring plans are maintained and shared with staff as appropriate and participating in any specific training required.
- ★ Access to a vehicle or other means of transport to support home visits. If you own a vehicle, you must hold a valid and full driving licence appropriate to the type of vehicle you drive.

SUPPORT AND PASTORAL SYSTEMS

- ★ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ★ Be aware of and support differences and ensure equal opportunities for all.
- ★ Contribute to the overall ethos and aims of the Academy.
- ★ Appreciate and support the role of other professionals.
- ★ Participate in training and development, and performance reviews as required.
- ★ To support the Academy to manage the varying demands and deadlines within our busy Academy office.

EXPECTATION OF ALL STAFF

- ★ Support the Principal and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
- ★ Carry out all duties and responsibilities in accordance with the school's mission statement, policies, current practice, and your duty of care for the student's well-being and safety. Do not do anything to bring the name or ethos of the school into disrepute.
- ★ Work flexibly as a member of a team and undertake such other duties as may be required within the scope of this post.
- ★ Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Deal with enquiries efficiently, effectively, and sensitively.
- ★ Ensure absolute confidentiality in all matters relating to the students, staff, and school business, without exception.
- ★ Be aware of and comply with policies and procedures relating to child protection, Health and Safety, security, and confidentiality. Report concerns to your line manager, Executive Principal, a member of the Senior Leadership Team or the Local Governing Body and Trustees as appropriate.
- ★ Attend and participate in relevant meetings, training, performance development, and other activities as required.

OTHER DUTIES

- ★ The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.

EQUAL OPPORTUNITIES

- ★ The post-holder is required to perform the duties in accordance with the Trust's Equal Opportunities policy.

HEALTH AND SAFETY

- ★ The post holder will ensure that the duties of the post are undertaken with due regard to the school's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

SAFEGUARDING

- ★ To do all that you should ensure that you safeguard and promote the welfare of students in the Academy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
★ 5 A* - C GCSE grades (or equivalent) including English and Maths.	✓	
★ Experience of working with young people aged 11-19 in a secondary school.	✓	
★ Willingness to undertake further work-related training,	✓	
★ Good ICT skills (including using Microsoft Word and Excel).	✓	
★ Able to support home visits	✓	
★ Access to own vehicle		✓
Skills and Knowledge		
★ Ability to communicate effectively both orally and in writing with students, colleagues, clients, and academy staff at an appropriate level.	✓	
★ Ability and evidence of the skills required to engage with colleagues in a variety of activities.	✓	
★ Understanding of need for confidentiality and legal frameworks governing data.	✓	
★ Ability to provide clear advice and information to parents/carers, teaching staff and other officers and professionals on matters relating to academy attendance, exclusions, pastoral support programmes, and the education welfare service.	✓	
★ Knowledge and understanding of the 'Keeping Children Safe in Education.'	✓	
★ Knowledge and understanding of strategies to overcome barriers to learning, behaviour and attendance.	✓	
		✓

★ Evidence of continuing professional development in safeguarding.		
★ Knowledge of BROMCOM.		✓
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; always considering, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information, and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Rigorous recruitment procedures ensure identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.