

 <p>GREENWOOD ACADEMIES TRUST</p>		JOB SPECIFICATION Safeguarding Adviser	
Reports To: Director of Safeguarding			
Why	Job Summary <ul style="list-style-type: none"> • To provide high level, professional safeguarding advice, guidance and assurance to academies within the Trust. • Promote the vision and values of the Trust with all stakeholders including parents, visitors and the local and wider community. 		
	What	Main Responsibilities <ul style="list-style-type: none"> • Provide advice and guidance to Principals, Education Directors, DSLs and wider academy safeguarding team on all aspects of safeguarding case work and practices. • Maintain knowledge of current guidance and legislation effectively. • To undertake safeguarding quality assurance activities across the Trust and the wider sector as required. • To promote good practice in safeguarding across all areas of the Trust. • To collate and analyse management information relating to safeguarding. • To contribute towards the development of relevant policies, procedure and training material. • Ensure confidentiality at all times. • Any other responsibilities deemed appropriate to the level of the post. 	
Context		Professional Standards	Business service functions – can reflect on their progress, successes, strengths and areas for further development against their relevant professional standards, eg Chartered Accountancy, Personnel and Development, Health and Safety, Estates Management, Procurement, Marketing, Governance, Internal Auditors, which are also incorporated into the (ISBL) professional standards Plus, there is an expectation all colleagues adhere to the Seven Principles of Public Life (also known as the Nolan principles).
	Education, Qualifications and Experience (EQE)	Experience working within the safeguarding children arena is essential. Current working knowledge of relevant safeguarding legislation is essential. A robust understanding of the relationship between safeguarding, SEND and inclusion is essential. Experience of working as a DSL within education is desirable but not essential for this post.	

	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Digital	Confident using Microsoft Office (Word, Excel, Outlook)
	Travel	You will be required to travel between academies within the Trust or any other location as directed by the Director of Safeguarding.
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.
	Candidate requirements: (eg skills, knowledge, value added skill - ie the essential/ desirable skills of a person to fulfil the role)	Competency Areas: Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner. Encourages openness and honesty. Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust. Responsible for proposing what decisions should be made within the team and what needs to be referred. Ensures communication has met its purpose.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.