

## Job Description

**JOB TITLE:** Safeguarding Officer

**GRADE:** H8

**WORKING WEEKS:** All year round

### 1. PURPOSE OF YOUR JOB

- To support and nurture a culture of safeguarding in our school.
- To deal with student safeguarding concerns.
- To oversee and act as the administrator for Child Protection Online Monitoring System (CPOMS).
- To triage CPOMS incidents and deal accordingly.
- To deal with all data returns, especially information required by Children's Services.
- To represent Longdean School at multi agency meetings.
- To ensure staff are fully trained in all aspects of safeguarding and to monitor staff safeguarding CPD records in partnership with the trust.

### 2. MAIN AREAS OF RESPONSIBILITY

- Safeguarding and CPOMS Administration.
- Monitor concerns raised on CPOMS.
- Identify appropriate actions to be taken.
- Follow up on actions allocated to staff.
- Liaise with the Designated Safeguarding Lead (DSL) on concerns, actions, decision taken and outcomes.
- Make referrals, when necessary and liaise with relevant agencies.
- Comply with request for information from our safeguarding partners.
- Attend Child in Need, Child Protection and other multi agency meetings.
- Provide advice and support to staff on safeguarding/child protection concerns.
- Assist the DSL in producing data related to safeguarding for a range of stakeholders.
- Ensure the speedy and effective transfer of information of targeted pupils between school, other educational settings, carers and other agencies.
- Maintaining and managing internal safeguarding processes.
- Work collaboratively with all inclusion departments in school to ensure a connected approach to safeguarding our students.

### 3. KNOWLEDGE, EXPERIENCE AND TRAINING

- Designated Safeguarding Lead qualification (or willingness to undertake this training).
- Experience in working in children's services (desirable).
- Experience in working in safeguarding.
- Excellent organisational and administration skills.
- Good IT skills including a working knowledge of Microsoft Office.
- Imagination, flexibility and a friendly, professional attitude.
- Ability to prioritise workload.
- An empathy with both students and adults.
- Ability to communicate effectively both orally and in writing.
- Able to work as part of a team but also confident in using own initiative.

#### **4. EQUALITIES**

- To be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.