

JOB DESCRIPTION

[Chingford Academies Trust](#)

Title of Post:	Safeguarding Assistant
Grade/Pay Range:	Scale 5 (Spinal Point 12-16) £23,534 - £24,947) Outer London
Responsible to:	Safeguarding Officer/Deputy DSL
Hours of work:	30 hours p/w, 45.26 weeks (term time + Inset days)

In our schools, the safety and well-being of our students and staff are not just statutory obligations, they are the foundation of our educational philosophy. We believe that a student who feels safe, valued, and supported is empowered to learn and thrive.

As the Safeguarding Assistant, you will join a community that operates with a culture of "it could happen here." We do not take safety for granted. This post will form an integral part of that safety net.

FACILITIES AND RESOURCES

The school provides a team office for the Safeguarding Team and access to other meeting rooms as needed.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Safeguarding Officer/Deputy DSL.

JOB PURPOSE

- To work with the DSL, Safeguarding Officer/Deputy DSL and Safeguarding Team to support staff to safeguard the school community and promote students welfare and develop effective liaison with external services to provide support, advice and guidance on safeguarding issues
- In addition to work as part of the inclusion team to provide intervention and mentoring support for a key case load of high profile vulnerable students

MAIN DUTIES / RESPONSIBILITIES

Safeguarding

- To assist the Deputy DSL when the DSL is off site
- To support students in their learning, and encourage positive attitudes and behaviour in and around school
- To champion safeguarding and student welfare across the School, sharing best practice and ensuring that school policy is enacted in practice
- To encourage a culture of listening to children and taking account of their wishes and feelings in any measures the School may put in place to protect them

- To work in partnership with the Safeguarding Leadership Team and internal and external colleagues to ensure that the school meets statutory and local requirements in relation to safeguarding
- To ensure the School's Safeguarding & Child Protection policies are known, understood and used appropriately
- To support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.

Supporting policies and practices in School

- To work with the DSL to ensure that support is always available for staff in the School to discuss any safeguarding concerns
- To maintain accurate, detailed and up to date student Child Protection records and in-house documentation, managing these in accordance with the Data Protection Act
- Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained
- To provide support to ensure that the Trust's safeguarding policies and procedures are in place
- To support with training for new members of staff
- To support the DSL in ensuring parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
- To support the DSL in ensuring that the School website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly.

Managing referrals

- To support the DSL to refer / ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- To support the DSL to Refer / ensure concerns of potential radicalisation are referred to Channel and / or the appropriate body, and support staff through this process as required
- To support the management of the CPOMS reporting system, producing reports and monitoring to support the DSL
- To support the DSL to refer cases where a crime may have been committed to the Police as required.

Multi agency working

- To represent the school at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families

- To ensure that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored
- To co-ordinate the work of colleagues and external agencies, working with the DSL and Hub teams to allocate resource and support so that the team(s) working with vulnerable students provide effective support.

Preventing radicalization

- To support the DSL to lead the School's efforts to safeguard students from potential radicalisation in accordance with the Prevent Duty and Channel Duty Guidance for England and Wales
- To support the DSL to advise and support staff, students and parents with matters relating to Prevent, ensuring that staff are appropriately trained and are aware of the referral processes
- To support the DSL to liaise with the Police and associated Prevent coordinators to ensure students receive annual age appropriate educational opportunities through workshops, visits/visitors and assemblies.

Inclusion Support

- To hold a case load of high profile vulnerable students from across the school. Work closely with the Hub Teams to remove barriers to learning and attendance
- To run a range of interventions as part of the inclusion team to remove barriers to learning for targeted individual and groups of students
- To work with the Hub teams and proactively visit parents of vulnerable students to improve parental engagement and student learning and attendance
- To work with the Hub teams and regularly meet parents of targeted students in school to discuss student progress.

Young Carers

- To lead and implement the school's approach to identifying and supporting Young Carers, ensuring barriers to learning, attendance and wellbeing are reduced
- To work closely with Hub Teams, Pastoral Teams and staff to ensure Young Carers are understood and supported to fully access education
- To liaise with Trust schools, families and external agencies to ensure coordinated support and a consistent approach to Young Carer provision across the Trust
- To monitor provision and contribute to the ongoing development of effective support for Young Carers across the school and Trust
- To ensure the needs of Young Carers are recognised within the school's wider safeguarding and inclusion practices, supporting a culture where vulnerable students are identified early and appropriately supported

OTHER DUTIES

To assist the Head of School in ensuring that the school runs smoothly. This includes:

- Helping to maintain outstanding behaviour around the school at all times by undertaking daily duties and providing pastoral support for students, as appropriate
- Attending assemblies and Parents' Evenings on a regular basis
- Maintaining sound procedures for security, supervision, and maintenance of the school environment, ensuring that all safeguarding/health and safety regulations are met
- Modelling the highest standards of professional conduct, supporting and driving excellence in all practice within the school; ensuring that the School/Trust is always presented positively within and beyond the local community
- To be a port of call for Child Protection issues within the Key Stage Hubs
- To attend briefings/meetings in accordance with the requirements of the Key Stage Hubs
- To undertake other duties and responsibilities as directed by the Senior Safeguarding Lead.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Appraisal in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
SAFEGUARDING ASSISTANT**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Child Protection Level 3 Qualification	X	
GCSE grade C or equivalent in English and Maths	X	
First Aid at Work qualification or willingness to complete	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of working with children / young people	X	
Experience of working in an educational environment	X	
Experience of working with external agencies and other professionals	X	
Experience of meeting the needs of Looked After Children	X	
Experience of Arbor or other Management Information Systems	X	
Experience of using IT packages/software including Microsoft Teams/ One Drive	X	
Experience of working in a team		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Excellent organisational and administrative skills	X	
Ability to communicate effectively at all levels	X	
Ability to follow instructions and carry out set duties	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
An understanding of Safeguarding in regards to children / young people	X	
Working knowledge of CPOMS	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Ability to build professional relationships with a range of stakeholders	X	
Understanding the importance of confidentiality	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Ability to work as part of a team, understanding school roles including own responsibilities	X	
Ability and confidence to represent the school at multi-disciplinary meetings	X	
Basic understanding of child development and learning principles		X

PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Confidence and judgment as to when own initiative is required	X	
Strong commitment to equality	X	
High standard of punctuality and professionalism	X	
Ability to motivate others and to be self-motivated	X	
Diplomatic and patient	X	
Calm and organised approach to work including times when under pressure	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.