

## Job Description and Person Specification

### Teaching and Learning Support Assistant Level 2 GR9008

Job details	
Job title	Safeguarding Officer
School	Parkside Complex Needs School
GR Number	
Hours	25 hours- flexible
Grade	Scale F
Responsible to	Responsible to the Headteacher, Deputy/Assistant Head Senior Teacher.
Responsible for	Supporting Lead DSL with safeguarding the pupils
Effective date	

Role and context
<b>Job purpose</b> <ul style="list-style-type: none"> <li>Under the instruction/guidance of senior staff work to safeguard pupils</li> </ul>
<b>Other Job Information (e.g. any special factors or constraints)</b> <ul style="list-style-type: none"> <li>Liaise with teachers, other support staff and professionals, parents/carers as directed.</li> <li>Work may be carried out in the classroom or other teaching areas including offsite on meetings</li> </ul>

<b>Principal Accountabilities:</b> Accountability in no order of importance. All elements are fundamental to and contribute to the effective undertaking of the role
<b>Support for pupils</b>
Monitor the safeguarding phone and cpoms reports and respond to safeguarding concerns promptly across the school as directed by Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
Provide individual support and appropriate referral services to students on personal, welfare, health and social issues.
Act as first point of contact for students seeking support with personal and welfare issues.
Feedback to DSL/ DDSL on all safeguarding concerns in order to maintain clear lines of communication.
Maintain secure and appropriate records and reports as required.

<b>Principal Accountabilities (Continued)</b>
<b>Support for DSL</b>
Make referrals to the college counsellors, external safeguarding agencies (e.g. Children's ), other external organisations (CAMHS,STARFISH etc) or Chaplain as agreed with the DDSL.
Attend Child in Need, Child Protection and other meetings with external agencies as appropriate and as agreed with DSL.
Deliver safeguarding training to new staff as appropriate throughout the year
Maintain contact information for internal and external agencies including checks on alternative provisions and tutors
Deliver Student Welfare inductions to groups of new students and assist with interview, induction, and enrolment activities.
Maintain level 3 safeguarding training and up to date knowledge of legislation
Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the school.
<b>Support for the school</b>
All pupil and teacher support should comply with all school policies and procedures, statutory guidance, appropriate specialist advice and consider the individual child's needs, particularly in relation to child protection, health and safety and security, confidentiality, and data protection. All concerns should be reported to an appropriate person.
Attend and participate in meetings, training and learning activities and reflect on own strengths and areas of expertise to inform continuing professional development.

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Participation in development and training opportunities provided</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 safeguarding training or willing to undertake this and the apprenticeship in safeguarding</li> </ul>
Experience	
<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of the relevant age</li> <li>• Understanding of sensitivities and implications involved when working with young people with difficulties. <ul style="list-style-type: none"> <li>• Evidence of developing and maintaining effective relationships and liaison with outside agencies.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with SEND</li> </ul>
Skills/knowledge	
<ul style="list-style-type: none"> <li>• Can use basic IT and other technology effectively to support learning</li> <li>• Knowledge of relevant policies/codes of practice and awareness of legislation</li> <li>• Relates well to children and adults</li> <li>• Can self-evaluate learning needs and seek learning opportunities</li> <li>• Works constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Confidence to speak in meetings with professionals</li> <li>• Confidence to tackle difficult conversations with care and consideration</li> <li>• Organised and efficient working Systems <ul style="list-style-type: none"> <li>• <b>Own transport to attend meetings/visits of students across the county.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• General understanding of SEND</li> <li>• Basic understanding of child development and learning</li> </ul>
Personal qualities	
<ul style="list-style-type: none"> <li>• Maintain strict confidentiality</li> <li>• Organised and calm under pressure. Proactive and forward thinking.</li> </ul>	

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| <ul style="list-style-type: none"> <li>• Integrity, honesty and fairness.</li> </ul> |  |
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### General information

- The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.