

JOB DESCRIPTION

Job Title:

SAFEGUARDING OFFICER

Location:

CHARNWOOD COLLEGE

Job Purpose:

To take part in strategy discussions and inter-agency meetings, and contribute to the assessment and support of children. They will advise and support other members of staff on child welfare and child protection matters and will liaise with relevant agencies such as the local authority, police and health partners.

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:

Principal

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

To ensure the maintenance and security of activities within the Academy are effectively and efficiently undertaken and to provide an excellent service level to the overall running of the academy.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

- ★ Support DSL in referring cases of suspected abuse to the local authority children's social care.
- ★ Support staff who make referrals to local authority children's social care.
- ★ Support DSL in referring cases to the Lincolnshire Prevent team where there is a radicalisation concern.
- ★ Support DSL in reporting cases where a crime may have been committed to the police.
- ★ Keep detailed, accurate and secure written records of concerns and referrals.
- ★ Support the DSL in ensuring staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).
- ★ Inform the DSL (and Head of school in their absence) of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- ★ Support the DSL in liaising with staff on matters of safety, safeguarding, and risk In case management and case progression. Referring and liaising with agencies in line with legislation, statutory guidance and local procedures.
- ★ Act as a source of support, advice and expertise for staff.
- ★ Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
- ★ Understand and effectively work within the assessment process for providing early help and intervention.
- ★ Have a strong working knowledge of local authority child protection procedures in line with statutory guidance including the management of conferences and reviews. To work collaboratively with the DSL in attending and contributing to child protection case conferences effectively when required to do so.

Training

- ★ To work with the DSL and Senior Leadership team to identify training needs within the school community.
- ★ To assist in the preparation and delivery of training to whole school staff and where applicable to assist and deliver training and resource to parents and carers.
- ★ To support the DSL in liaising with external agencies to provide further training and resources to the school community.
- ★ Assist the DSL in maintain accurate training records for all staff.

Other Duties

- ★ To work within and encourage the school's Equal Opportunity policy.
- ★ To liaise with parents and staff regarding pupils' sickness, injury or pastoral concerns.
- ★ To understand and apply school policies in relation to health, safety and welfare.
- ★ To attend relevant training and take responsibility for continuous professional development.

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. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
★ Minimum of 2 years' experience in a safeguarding role within a school or other organisation working with children, young people and their families.	✓		
★ Good level of knowledge and experience of current relevant legislation, policy, statutory guidance and good safeguarding practice.	✓		
★ Experience of developing and maintaining effective relationships and liaison with outside agencies and families, focusing at all time on the welfare of the child.	✓		
★ Ability to keep up to date with legislative, policy and guidance developments in safeguarding, evidenced in a commitment to continual professional development.	✓		
★ Ability to use risk reading and organisational systems to 'triage' cases and monitor actions and outcomes.	✓		
★ Ability to identify examples of poor practice and raise concerns promptly and coherently through the senior team DSL and/or Head of School	✓		
★ Experience of creating and maintaining robust and GDPR compliant safeguarding records	✓		
★ Good ICT skills and the ability to write concise summary reports regarding safeguarding issues and associated interventions.	✓		
★ Experience of using problem solving skills and to work creatively and collaboratively to ensure the best outcomes for the child are achieved.	✓		
★ Evidence of professional development in relation to safeguarding, that demonstrate an awareness of the complex and diverse range of safeguarding related issues.		✓	
★ Experience in contributing to the delivery of safeguarding training for staff.		✓	
★ Experience using record keeping software, for example; 'My Concern'/'Safeguard' or 'C-Poms'.		✓	
★ Able to develop positive relationships with children, colleagues and parents	✓		
★ Able to work as part of a team, friendly manner and a sense of humour	✓		

★ Flexible and approachable in a busy day to day environment	✓		
★ Ability to cope with and adapt to change	✓		
★ Accuracy and attention to detail	✓		
Additional Requirements			
★ Requirement to operate and use tools and equipment and to undertake general portage duties	✓		
★ Requirement to undertake tasks both indoors and outdoors which may include cleaning, minor repairs in toilet areas; dealing with spillages, waste collection etc.	✓		
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; considering, at all times, 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. Recruitment procedures ensure rigour in 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.