



Safeguarding and Wellbeing Officer



Harbour
Learning
Trust



Purpose of Post

- Provide a first point of contact and rapid response for safeguarding, child protection, or welfare concerns
- To act as DDSL, implement child protection policies, champion best practice, respond to disclosures, and maintain accurate, confidential records and produce and deliver training as required
- To take a pro-active role in leading the day-to-day operational safeguarding procedures.

Main duties and responsibilities

Policy & Process

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and ensure the protection of students and support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of students. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium students;
- To implement child protection policy and procedures;
- Encourage good practice by promoting and championing the child protection policy and procedures;
- Respond appropriately to disclosures or concerns which related to the well-being of a student;
- Maintain accurate, secure records and stay up to date with relevant legislation and statutory guidance.

Internal & External Relationships

- To work directly with children and their families in order to promote, strengthen and develop positive relationships and ensure early help is available.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information;
- To initiate and refer students to outside agencies and coordinate referrals and escalations as required
- To liaise with academy staff in initiating multi-agency referrals for students;
- To contribute to meetings, write reports etc and act as lead professional and co-ordinate Team Around the Child meetings as appropriate
- To support the care of children where their arrangements are at risk of breakdown;
- To ensure that vulnerable pupils who are at risk or victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out and monitored

Job Description: Safeguarding and Wellbeing Officer

Contract Type: Permanent

Salary: Scale 6 , point 18-22
£32,578 – £34,811 (FTE) £28,703 – £30,670 (Actual)

Hours: 37 hours per week Term Time only plus 10 days

Reports to: SLT/Academy Principal

Location: Hartsholme Primary Academy, Lincoln

Data & Planning

- To collate and produce statistical information with regards to student groups;
- To work with identified pupil premium groups and their families to narrow the attainment gap;
- To plan and assist on safeguarding training within the academy;
- Attend and participate in Child Protection Conference and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours;
- Plan and complete professional assessments of need and risk in respect of parents and carers using the relevant procedures for children in need and significant harm. Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the Academy;
- To maintain confidentiality at all times;
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to co-ordinate and monitor all referrals and recommendations with the Academy;
- From referrals, develop a register of students who are 'At Risk' or have child protection plans.

General

- Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

GDPR

- The post holder is required to comply with GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Safeguarding and Wellbeing Officer

Specification

Essential

Desirable

Qualifications & Training	• 5 GCSE or equivalent at Grade C or above, including English and Maths • Evidence of recent professional development • Recent DSL training or willingness to obtain	• A Levels or equivalent • Post qualifying training in social work, counselling or other professional development areas relevant to working with families / parents / children and young people
Knowledge & Skills	• Experience of working in a school environment • Experience in motivating children / young people by establishing empathic and supportive working relationships • Experience in working as part of a team to reach agreed targets and outcomes for children / young people • vulnerable children / young people in either education, social work, youth work or another related area of work	• Knowledge of safeguarding and the Ofsted framework
Professional knowledge & understanding	• Demonstrate knowledge of the principles involved in giving advice and guidance to children / young people • Knowledge of Child Protection Procedures and intervention work • Knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils / students and families • Ability to summarise clearly and concisely and articulate concepts and proposals	
Skills	• Ability to produce concise and complex reports • Ability to maintain records, taken clear minuted meeting notes and write reports • Ability to work on one's' own initiative, balance competing priorities and organise a work schedule	
Personal Attributes	• Able to work positively with others in a team • Pleasant and friendly • Ability to communicate with and motivate groups of children • Committed to the DANCE values	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We passionately believe that every child should receive the very best education that prepares them fully for the future