

Job Description

Post Title:	Safeguarding Officer
Location:	Arnold Hill Spencer Academy
Salary/Pay Range:	NJC 32 - 36
Hours of work:	Full time (37 hours), Term Time +3 weeks, Permanent
Reporting to:	Assistant Principal

Purpose of Role

To be responsible for supporting the Designated Safeguarding Lead by ensuring the safety, welfare and protection of all children through managing the Academy's safeguarding and support offer within Arnold Hill Spencer Academy.

Nature and Scope

The Safeguarding Officer is a key operational role in identifying, responding to and managing safeguarding and child protection concerns, ensuring statutory guidance, local procedures and academy policies are followed consistently and effectively. The role contributes to creating and sustaining a strong safeguarding culture where children feel safe, concerns are acted upon promptly and safeguarding practice is child centred and built around identified emerging needs of students and families within the Arnold Hill Spencer Academy community. Establishing a variety of stakeholder relationships is an important part of this role including Arnold Hill's Pastoral Team, Spencer Academies Trust professional networks, external multi-agencies and children and families.

Main Duties and Responsibilities

In the first instance, your duties and responsibilities are listed below. As the needs of the Academy change, you will be expected to take on or relinquish responsibilities as directed by the DSL.

Specific tasks related to this post:

- Be a named Deputy Designated Safeguarding Lead, acting as point of contact for safeguarding and child protection concerns raised by staff, pupils, parents or external agencies.
- Provide appropriate responses to safeguarding disclosures, ensuring children are listened to, taken seriously and supported effectively.
- Support the identification of children who may be vulnerable, including those at risk of abuse, exploitation or contextual safeguarding concerns.
- Maintain accurate, confidential and up to date safeguarding and child protection records on CPOMS in line with statutory guidance and organisational procedures.
- Support the management, review and transfer of child protection files when children join or leave the academy.
- Liaise effectively with Children's Social Care, Early Help providers, Police, Health and other partner agencies.
- Support and attend Child Protection Conferences, Core Groups, Child in Need meetings and Team Around the Child/Family meetings, leading on these as required.
- Co-ordinate referrals and ensure that agreed actions from multi-agency meetings are followed up and monitored within the academy.
- Act as a professional link between the academy, families and external agencies to ensure timely information sharing.

- To line manage the staff within the welfare offer including Academy Counsellors, First Aid and Medical Officer.
- Provide appropriate levels of Supervision to an identified group of staff.
- Manage the sharing of information within the academy so that children's needs can be met consistently without compromising their confidentiality.
- Attend Senior Leadership meetings where necessary
- Provide safeguarding and pastoral support to pupils who are subject to Child Protection or early help processes or may be otherwise identified as vulnerable.
- Work constructively with families to offer guidance and signpost to appropriate services where necessary.
- Monitor the attendance, wellbeing and engagement of identified children through internal systems and processes and escalate concerns where risk increases.
- Attend home visits if and when appropriate
- Facilitate vulnerable children case review meetings to include all relevant professionals within the academy and from wider teams
- Implement the academy's safeguarding and child protection policies and procedures in practice.
- Promote high standards of safeguarding practice and contribute to a positive safeguarding culture across the academy.
- Support safeguarding audits, reviews and inspection activity, including contributing evidence and documentation.
- Remain up to date with statutory guidance, local safeguarding arrangements and emerging safeguarding risks.
- Attend Spencer Academies Trust DSL networks and other training opportunities for staff with a safeguarding management responsibility.
- Provide advice and guidance to staff on safeguarding procedures and concerns.
- Support the named Designated Safeguarding Lead in monitoring safeguarding training compliance and maintaining accurate training records.
- Reinforce safeguarding awareness and key messages across the academy, including online safety and contextual safeguarding.
- Identify any training needs within the academy through review of practice and child need, designing and delivering as needed.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name Ian Simpson

Signature

Date 03/03/2026

Person Specification

Qualifications and experience	Essential	Desirable
Degree level qualification or equivalent relevant professional experience.	✓	
Designated Safeguarding Lead (DSL) training, with evidence of up to date safeguarding knowledge.	✓	
Evidence of continued professional development in safeguarding, child protection, early help, or family support.	✓	
Substantial experience working with children, young people and families in safeguarding, social work, pastoral or inclusion contexts.	✓	
Experience acting as a Deputy DSL or undertaking equivalent safeguarding responsibilities.	✓	
Experience providing early help, completing assessments, and leading multi-agency processes.	✓	
Experience managing a safeguarding casework caseload including risk assessment, planning and intervention.	✓	
Experience working collaboratively with external agencies.	✓	
Experience supervising or line managing staff within welfare, pastoral or support services.	✓	
Experience using safeguarding recording systems.	✓	
Experience working in an educational setting, particularly within a pastoral or inclusion team.		✓
Knowledge and understanding		
Strong understanding of statutory safeguarding requirements including KCSIE and Working Together.	✓	
Understanding of child development and factors affecting wellbeing and family functioning.	✓	
Knowledge of early help frameworks, referral pathways, thresholds and multi-agency procedures.	✓	
Understanding of GDPR, confidentiality and safeguarding record-keeping systems (e.g., CPOMS).	✓	
Experience presenting safeguarding reports to senior leaders or multi-agency panels.		✓
Ability to lead safeguarding cases with confidence and professional judgement.	✓	
Skilled in identifying emerging needs and coordinating early help responses.	✓	
Excellent communication skills with ability to influence, challenge and collaborate.	✓	
Strong organisational skills including referral systems, reviews and monitoring.	✓	
Ability to build positive and trusting relationships with students, parents and professionals.	✓	
Ability to maintain accurate, timely and secure safeguarding records.	✓	
Competent in delivering supervision, appraisal and training to staff.	✓	
Experience delivering safeguarding or wellbeing training to staff groups.		✓
Additional specialist training in trauma informed practice, domestic abuse, complex safeguarding, mental health or family support.		✓
Related experience or qualifications in social care settings.		✓
Personal qualities	Essential	Desirable
High levels of integrity, resilience and emotional intelligence.	✓	
Commitment to safeguarding and promoting welfare of children and young people.	✓	
Confidence to make difficult decisions in best interests of students and families.	✓	
Empathy, professional curiosity and a solution-focused mindset.	✓	
Ability to work with initiative while contributing to school ethos and values.	✓	