



Job Description
Safeguarding/Education Welfare Officer

Responsible to: Headteacher
Contract: Full-Time, Permanent

Job Summary

The Safeguarding Officer/EWO will be the first point of contact for staff members for all Safeguarding concerns. They will be supported by and accountable to the Headteacher in leading and managing safeguarding and child protection practice at Serenity School and ensuring the safeguarding and welfare of all pupils in the school.

They will coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. They will work with the Headteacher in developing and delivering training to school staff and updating relevant policies, procedures, and guidance as necessary.

As EWO, you will work alongside key school staff to reduce levels of absence and work with students and families to promote high levels of attendance.

Key Duties

- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- Work with teachers and other agencies to secure good outcomes for children and families.
- Report to the Headteacher on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.
- Daily input of attendance data including any first day absence calls, and investigating any missing data, and maintaining accurate attendance records, including unexplained lesson absences.
- Ensure the electronic registration system is updated daily, investigating any missing data with class teachers.
- Record student absences and late arrivals on school systems, maintaining accurate attendance records.
- Support parents/carers to improve their children's attendance by making initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
- Promote good attendance within the school.
- Process and action student holiday requests.
- Issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- Implement Serenity School 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 relate to the well-being of a child and provide alerts to the Headteacher when these happen.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about pupils' welfare.

- Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate.
- Ensure that pupils who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions assigned to school from planning and interventions meetings are successfully carried out and monitored.
- Collate and produce statistical and other information for Governors and the Local Safeguarding Children's Board with regards to safeguarding and child protection.
- Always maintain confidentiality, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.

Person Specification

Professional Experience, Knowledge & Understanding

- Experience of working in the field of Child Protection with relevant qualifications.
- Willingness to participate in further training and development opportunities.
- Experience of planning and coordinating meetings in a time-pressured environment.
- Experience of using Microsoft Office to produce a range of professional documents.

Abilities and skills

- Significant organisational and administrative skills, supported by a proficiency with ICT.
- Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality. Excellent interpersonal skills and solution focused approach to professional relationships.
- Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people. Ability to work under pressure and meet deadlines whilst still being polite and reasonable.
- The ability to build and maintain relationships with the whole school community.
- The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- Ability to work as part of a team and demonstrate initiative.
- Highly efficient in systems management, confidence in the use of data and favour Serenity School methodologies to ensure all pupils succeed.

Personal Qualities

- Enthusiastic; resilient; a multi-talented professional who's committed to education and able to remain calm in challenging situations; passionate about working with young people and committed to making a difference to improving the life chances of our students.
- A focus on creating a culture of success, a positive climate for learning, and increased student attainment, achievement, and social and emotional development.
- Flexible, motivated, and committed to high standard of working, with a willingness to take on additional duties.
- Good attendance and punctuality.
- Adaptability to changing circumstances and new ideas.
- Resilient and determined to achieve goals.
- Committed to the ethos of the school.

Equal Opportunities Awareness

- A commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach.
- A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities. A commitment to working in a flexible and collaborative manner with all members of the school community.

Child Protection and Safeguarding Awareness

- An in-depth understanding of child protection and safeguarding legislation.
- The confidence and good judgment to manage situations relating to the behaviour of others towards a child.
- A commitment to safeguarding and promoting the welfare of young people.
- A willingness to challenge opinion, where necessary, and to drive the Child Protection agenda.
- The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

SAFEGUARDING CHILDREN

Serenity School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.