

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Safeguarding Coordinator

Job Description

Responsible to: Deputy Headteacher (Student Experience & Wellbeing)

Salary Scale: Grade 7

Working Time: 37 hours per week
Term time plus INSET days

Job Purpose:

To work closely with the Safeguarding Officer and Designated Safeguarding Lead (DSL) to promote a strong safeguarding culture across the school, including;

- To work with the Safeguarding Officer to manage the coordination of safeguarding concerns and referrals, arranging action and reviewing services for pupils and families
- To facilitate and encourage cooperation, communication and understanding between the school and home; working closely with parents, staff, social care and other agencies that support the welfare of children
- To provide high quality administrative service to the safeguarding team
- To ensure that the needs for Young Carers are met and profiled across the school

Principal Responsibilities:

Administration:

- Responsible for all front line duties for the Safeguarding Team including, but not limited to:
 - answering and actioning routine calls and queries directed to the team
 - dealing directly with a variety of stakeholders including students
 - liaising with staff and external agencies as required
 - communicating with parents using a variety of contact methods
- Support the Safeguarding Team with all aspects of Early Help administration
- Book appointments/meetings (and where necessary meeting rooms) for the Safeguarding team
- Maintain a variety of highly sensitive files, ensuring filing is prompt, accurate and confidential
- Preparing and/or redacting files for submission to a variety of recipients

Safeguarding:

- Respond appropriately to disclosures or concerns relating to the wellbeing of a student
- To work with the Safeguarding Officer to promote the safety and protection of all students and managing all specific child protection issues in school, out of school and online
- Attend CHIN, CP Conference and Strategy Meetings as they arise and lead on the support plans to meet all safeguarding needs
- Act as a Deputy Designated Safeguarding Lead (DDSL) safe person for students who feel under threat from others, or students who may be experiencing difficulties especially supporting the care of students where their living arrangements are at risk of breakdown
- Provide an effective interface between the school and other agencies and services
- Support the DSL in the capacity as DDSL, referring vulnerable students to the appropriate support services
- Ensure that for new admissions; mid year, FAP process and key transition points, any child protection files are transferred from the previous school and relevant information shared and actioned
- To support with the Safeguarding of pupils who leave the school
- Work with the Safeguarding Officer to report weekly and termly on current safeguarding issues to ensure that policy and practice reflect our context and challenges
- Model and embed a culture of listening to students among all staff, ensuring that student's feelings are heard and that the school puts measures in place to protect them
- Model and embed a culture of all staff being highly alert and vigilant to Safeguarding concerns and potential risks
- Attend and support with MAMs (Multi Agency meetings)

Young Carers:

- Coordinate the support and raise the profile of Young Carers across the school

Care Guidance and Support:

- Organise and hold CAF meetings
- Attend TAC meetings as required
- Provide advice and guidance to colleagues on matters of Child Protection & Safeguarding (after undertaking the relevant training)
- Manage and document the provision of support for relevant students across the school

Mental Health and Wellbeing:

- Carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- Work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties:

- Play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- Promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications.

May 2026