



Job Description

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| Post: | Safeguarding Officer (Term Time plus 2 weeks) |
| Responsible to: | Designated Safeguarding Officer |
| Salary scale: | Scale SO1, Point 29-31. Actual £29,621.65-£31,273.84 |
| Location: | UTCN |

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To provide support, guidance and mentoring to students identified as vulnerable, having child protection concerns or poor attendance in order to improve their well-being, their engagement with school life and improve their academic achievement and progress.

Main responsibilities of the post

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time. This post involves line management responsibilities.

Main responsibilities of the post

- To line manage and work closely with the School's Attendance Lead in regards to school attendance and punctuality.
- To support students and their families through periods of transition.
- To work closely with the Designated Safeguarding Lead in regard to providing targeted support to vulnerable students and their families as well as liaising with other agencies and keeping accurate records.
- To support the Designated Safeguarding Lead in promoting and educating staff, students and parents on all elements of safeguarding.
- To support the work of social workers, safeguarding partners, counsellors and external agencies.
- To oversee and quality assure staff training on Child Protection practices.
- To maintain the school safeguarding records.

- To provide 1:1 support for parents/carers with home issues affecting their child's attendance and attainment including visiting homes and signposting to relevant agencies.
- To work with students who are identified as vulnerable, in need or needing protection.
- To support the development of safeguarding and child protection policies, training and procedures and guidance for the school.
- To decide, as part of a panel, when triage referrals should be made to social services.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the school from planning and intervention meetings are successfully carried out and monitored.
- Keep abreast of developments in the field of child protection by liaising with the local authority, attending relevant training or events and reading relevant bulletins and publications.
- To attend or lead/coordinate Multi Agency meetings and home visits, to update on progress and share information.
- To complete home visits where necessary therefore a full driving license and own car with business insurance is a must
- To work with vulnerable families to address attendance and punctuality issues by providing supportive strategies.
- To liaise between family and school with the aim of improving the relationship, support parents in upholding parental responsibility to support pupils' attendance.
- To liaise with the school Attendance Lead to share information and support families on caseload whenever necessary.
- To organise and facilitate 'Coffee Mornings'/drop in surgeries for parents/carers to access support and information and arrange guest speakers where appropriate.
- To consult with parents to plan a programme of workshops on key issues affecting families.
- To raise awareness amongst parents/carers on how they can support their child's learning through workshops/resources/newsletters.
- To encourage parental attendance and participation in parents' evening and other school meetings for hard-to-reach parents.
- To establish and maintain consistent and effective community links.
- To be the schools Mental Health Lead
- To support the Pastoral Team
- To run supportive interventions such as EHAPS etc.
- Deputy DSL
- Oversee and manage the day-to-day safeguarding operations of the school, ensuring prompt response to concerns, accurate record-keeping, effective communication with relevant staff and external agencies, and consistent implementation of safeguarding policies and procedures.
- Managing the safeguarding files

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This Job Description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

| <i>Criteria</i> | <i>Essential</i> | <i>Desireable</i> |
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| <i>Education and Qualifications</i> | Education to Grade C at GCSE (or equivalent) in Maths and English | |
| <i>Specialist Knowledge and Skills</i> | <p>DSL trained</p> <p>Good administrative skills</p> <p>ICT competency</p> <p>Excellent knowledge of Safeguarding / Child Protection policies and procedures.</p> <p>Experience of working in partnership with external agencies.</p> | Experience of Google, Behaviour Watch and CPOMS |
| <i>Interpersonal and Communication Skills</i> | <p>Effective presentation skills</p> <p>Ability to work collaboratively</p> <p>Good communication skills, both written and oral</p> <p>Excellent interpersonal skills, with the ability to enthuse and motivate young people.</p> <p>Excellent negotiating skills and the ability to diffuse situations</p> <p>A good sense of humour</p> | Experience within a Safeguarding role |
| <i>Relevant Experience</i> | Experience of working with young people either in a voluntary or work based situation | |
| <i>Additional requirements</i> | <p>Commitment to continuous improvement</p> <p>Organised and resilient</p> <p>Flexible approach</p> <p>Able to work independently and as part of a team</p> <p>Approachable and sensitive to the needs of others</p> <p>Openness and willingness to</p> | |

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| | <p>address and discuss relevant issues</p> <p>Self-motivating and resilient</p> <p>Current driving license and access to a car</p> | |
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