

# WALTHAMSTOW ACADEMY

## Job Description

### Assistant Child Protection Officer

#### Job Purpose

To ensure that all students are safeguarded effectively. To work both reactively and proactively with students, the safeguarding team and the wider staff body to ensure that all students are safeguarded as effectively as possible. To communicate with staff, students, parents and external support agencies effectively in order to ensure the physical, mental and emotional safety of all students in an appropriate manner.

#### Responsibilities

- Liaise with outside agencies, especially social services for support, referral and follow up students in need at the direction of the Designated Safeguarding Lead.
- Undertake assessments, making appropriate recommendations, which may include referral of complex cases to an external agency with a view to ensure outcome focused achievements for all.
- Attend all core and strategy meetings with students under Child Protection.
- Meet with students across the academy who may have self-referred or have been referred for emotional, psychological and other needs, including but not only; depression, eating disorders, bullying, family issues, sexual health concerns, relationship issues, drug and alcohol abuse.
- Provide consultation to teachers and parents in accessing services in the community.
- Provide instruction to parents and students on the overall well-being of students in the Academy by educating about social, sexual, emotional, and psychological health.
- Maintain effective working relationships with external agencies to ensure the best outcomes for children, young people and their families.
- Demonstrate professionalism and our core values, in terms of approach, advice, positioning and an awareness of decision making authority.
- Ensure the provision of a responsive, high quality operation to students and their families and partner agencies, which may also include home or site visits.
- Keep excellent records of all referrals using CPOMS (Child Protection On-line Management System)
- Keep excellent records of all student contact.
- Work collaboratively to develop and maintain student pastoral care plans.
- Provide a drop-in service for students during break, lunch and after school to facilitate self-referral access for students.
- Facilitate small group workshops with students to target current issues and to meet students on an individual basis covering similar topics.

## General

- Achieve the highest standards of safeguarding by appropriately reporting concerns about any child or young person to the Designated Lead.
- To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality policy.
- To commit to Walthamstow Academy's core ethos of "The Best in Everyone".
- To be familiar with and comply with Health & Safety procedures and policy. In the event of any serious risk, take immediate action to reduce this risk and inform the Designated Safeguarding Lead
- To liaise with your SLT line manager on a daily basis who is the designated safeguarding lead
- To keep up to date, familiar with and comply with current Child Protection legislation and guidelines.
- Walthamstow Academy operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities.

## Links

- Principal
- Line Manager
- Designated Safeguarding Lead
- External Agencies and Authorities
- Immediate family members of students/carers
- And any member of the Academy staff as appropriate.

**Additionally, a degree of flexibility is required to fulfil unspecified duties commensurate with the role.**

**The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.**