

## Job Description

Department:	EDUCATION
Job title:	ASSISTANT SAFEGUARDING LEAD AND WELFARE OFFICER
Reports to:	DESIGNATED SAFEGUARDING LEAD
Hours of work:	36h/w
Page Grade & Scale:	Grade R6, scale point 35 – 38, Term Time Only + 1 week

### General Purpose of Job:

To support the Designated Safeguarding Lead (DSL) and the Safeguarding Team to safeguard the school community and promote pupil and student welfare.

To balance the demands of working face to face with pupils, staff and parents with the administrative processes that sit behind the safeguarding practices in the school.

To apply exceptional organisational skills in order to be able to prioritise own case load / tasks as well as support the DSL and Safeguarding Team with theirs.

To lead the team of pupil and student Safeguarding Ambassadors to promote the profile of safeguarding in the school by carrying out an annual safeguarding project and by delivering assemblies.

### Key Accountabilities:

- To work as Assistant Safeguarding Lead, carrying out operational safeguarding responsibilities under the direction and guidance of the DSL.
- To act as DSL designate when the DSL is off site (2 days a week) by escalating all urgent safeguarding concerns to the Principal as DDSL. This includes keeping an up-to-date oversight of concerns logged on the safeguarding system and ensuring that a coordinated response is in hand.
- Ensure the school is carrying out its statutory responsibility (Education Act 2011) and Keeping Children Safe in Education (2025) for safeguarding and promotion the wellbeing of students.
- Ensure OHCAT's Child Protection, Adult Protection & Safeguarding Policy is adhered to across the school.
- Adhere to the school's safeguarding procedures and policies and actively promote St Dominic's safeguarding systems among staff.
- Work with the DSL to address the universal, targeted and specialist training needs of the staff to ensure that mandatory and responsive safeguarding training needs are addressed.
- Ensure that safeguarding training for members of the team is up to date.

- Attend Child Protection, CIN and other safeguarding conferences as required as well as coordinate multi-agency meetings, acting as lead professional within a collaborative working model with external partners. Coordinate the attendance of others at those meetings by maintaining a calendar for the safeguarding team.
- Share and contribute professional views and guidance around pupils' and students' emotional wellbeing.
- Liaise with outside agencies such as CAMHS, MASH (CSPA) depending on meeting outcomes.
- Attend external meetings where required such as local DSL forums.
- Enhance pupils' and students' ability to assess and manage risk appropriately in order to keep themselves safe.
- To support the safe arrival and departure of pupils and students by working as part of team in the school car park.
- Engage parents and carers, maintaining good communication and identifying vulnerable parents to offer support.
- Support the DSL, Homeschool Link Worker and Heads of School in monitor pupil attendance of pupils and students and address persistent absence with families and external services.
- Visit families at home (in accordance with safe working practices and policies) if relevant to the safeguarding and welfare of pupils and students.
- Enable the education, welfare and safeguarding of designated classes, groups or individual pupils and students in accordance with the school's aims, objectives, schemes of work and policies.
- Offer advice and guidance within school and in the wider community.
- Provide practical and emotional support to staff exercising their safeguarding role.
- Use a variety of approaches and skills to engage with and establish relationships with pupils and students who are experiencing emotional upset which is a barrier to their learning.
- Vigorously broker other support services and signpost stakeholders as appropriate.
- Advocate and represent the interests of our pupils and students with other agencies and establishments when this requires substantial and sustained representation of their interests.
- Ensure accurate records are kept of key information.
- Ensure that members of the team keep adequate and accurate records.
- **Work additional hours out of term dates (as part of term time plus 1 week) as agreed with DSL in preparation of the term ahead, staff safeguarding training preparation and resources, safeguarding records/file administration, carry out welfare checks with vulnerable families during the holidays (either in person or over the phone), attend any CIN/CP/TAF meetings that may occur during the holidays (either in person or virtual/telephone), and support the school in any open evenings/events as directed by the DSL.**

## General

- Input into the School Development Plan and SEF, ensuring that Safeguarding and pupil/student personal, social, health and wellbeing are prioritised.
- Establish and maintain a positive regard towards pupils, students and staff, promoting equality and diversity.

- Take responsibility for own training needs to ensure knowledge and skills are up to date, e.g. attend staff meetings and training.
- Develop strategies and programmes in accordance with the priorities of the School Development Plan and other relevant national and local directives.
- Play a full and active part in the life of the school.
- Work within professional standards and ethical boundaries, maintaining a high level of discretion and confidentiality.
- Contribute to the overall ethos and aims of the school.
- Carry out such additional duties as may be reasonably required from time to time by the Designated Safeguarding Lead, the Principal, Senior Leadership Team or Line Manager.

## OTHER DUTIES

- Co-operate with the promotion and maintenance of a safe and healthy working environment and take ownership of health and safety.
- Ensure OHC&AT policies, procedures and reporting requirements are adhered to across the school.
- Promote and consistently exemplify, both internally and externally, the values and behaviours of OHC&AT.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Carry out all duties in accordance with OHC&AT's policies and procedures
- Build relationships with pupils and students

St Dominic's School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Person Specification

QUALIFICATIONS AND TRAINING	E=essential D=desirable
Qualified to degree level and above	E
Right to work in the UK	E
Recent and relevant professional development, particularly related to safeguarding	E
EXPERIENCE	
Experience of planning and chairing meetings	E
Experience of working with children and young people	E
Experience of working in an education setting with pupils with special needs	D
Experience of working in a safeguarding role	D
KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE POST	
Knowledge and understanding of ASD and social communication needs.	E
Understanding of safeguarding responsibilities and the need to work within the school's Child Protection Policy. The successful candidate will require an enhanced DBS disclosure.	E
Understanding of the importance of discretion and confidentiality.	E
Understanding of GDPR to ensure compliance.	E
SKILLS AND ABILITIES	

Ability to work with staff at different levels throughout the school and with outside agencies.	E
Exceptional organisational and administrative skills with an emphasis on attention to detail.	E
Ability to provide a model of best practice across the school.	E
A confident, positive and visible person, with the ability to build strong relationships with staff, pupils and students, families and governors.	E
Excellent communication skills, both orally and written, including with pupils, parents and carers, other staff and external agencies.	E
Evidence of the ability to lead high quality in-service training.	E
Exemplary interpersonal skills and empathy with others. The ability to listen to, and value, contributions of colleagues, and negotiate, persuade and build and maintain effective working relationships.	E
Ability to understand the expectations and rules of the school and apply school safeguarding procedures and policy.	E
A commitment to furthering own professional development and to the principle of continuous improvement.	E
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