**Job Overview**

We are looking for an enthusiastic member of support staff who is committed to supporting young people and the school as a Child Protection Officer within the Child Protection Team, within vibrant, multi-cultural all through-school.

The successful candidate must be fully conversant with the statutory requirements and Safeguarding procedures relevant to the needs of pupils and to be an advocate for pupils, supporting and promoting their welfare. The post holder will work closely with staff, parents, and other outside agencies. The successful candidate will undertake first aid training. The successful candidate will join a committed team which includes a DSL, 2 DDSLs, and 3 mentors. This post offers opportunities for professional development in a supportive and highly collaborative environment.

**Why work in Waltham Forest?**

Waltham forest is a diverse East London borough with excellent commuting links, served by the London Overground, Central, Victoria and Greater Anglia lines. School staff employed by the London Borough of Waltham Forest are eligible for a number of benefits, to include:

* Discounted membership to Feel Good Centres
* Workplace Options - Employee Assistance providers
* Cycle to Work Scheme and Eye Tests

**Why work at George Mitchell?**

George Mitchell is within walking distance from Leyton underground and Leyton Midland station.

We are a small school with 4 form entry at secondary and 2 form entry at primary. The size of each year group means that staff get to know individual students and their families really well and form excellent relationships. The school has a ‘community’ feel built on excellent relationships between all staff. Staff turnover is low and wellbeing good.

Ofsted praised the good leadership, teaching and the rapid improvements seen and we have set our sights on becoming an Outstanding school in the future. Our Ofsted report can be found at <https://files.api.beta.ofsted.gov.uk/v1/file/2542288>

**George Mitchell School**

**Child Protection Officer**

**Job Description**

Job title: Safeguarding and Child Protection Officer

Reporting to:Assistant Headteacher Safeguarding and Personal Development and DSL

Salary: S02 point 26 – 28 £38,934 - £40,755 (FTE) Pro rata salary: £34,356 - £35,963

Contract: 36 hours per week, Term time only

**Key aspects of role**

* To safeguard and protect the students
* To update and implement policies and procedures and share learning with staff, volunteers and governors

**Core Purpose of Post**

Child protection for the all through school (ages Nursery – Year 11)

**Specific responsibilities**

**Safeguarding/Child protection**

* Support the Designated Safeguarding Lead (DSL) with safeguarding cases where appropriate.
* Liaise with the Head teacher, DSL and child protection team to identify vulnerable students and families requiring support.
* Liaise with the Headteacher and DSL to inform them of issues and concerns
* Liaise with staff on matters of safety and safeguarding
* Act as a point of contact with safeguarding partners
* Attend Social Care conferences and meetings, including child protection review conferences and be able to attend and contribute to these effectively when required to do so
* Support the DSL/DSL with staff training and have knowledge of current safeguarding developments
* Conduct TED (tell, Explain, Describe) talks with children as appropriate

**Looked After Children**

* Responsibility for looked after children, including individual meetings, liaison with foster carers, social workers and the reach team.
* Attending LAC reviews where appropriate.
* Arranging Personal Education Plans and monitoring the progress of all LAC.
* Responsible for monitoring the register of looked after children.
* Responsible for informing teaching staff of the needs of looked after children

**External Agencies**

* Work with external agencies such as MASH, CAMHs and Early Help to ensure support is appropriate.
* Be responsible within the school for the, Student Social Workers and Young Carers (Early Help).
* Make referrals and co-ordinate School nurse visits
* Keep track of School nurse visits all through
* Work with AHT inclusion regarding the school nurse

**Student, Families and Support**

* Individual counselling and work with students and families referred by pastoral staff and
* the senior leadership team
* The organisation and training of the peer mentors and Fighting Against Bullying (FAB)
* Attend relevant Inclusion Panel meetings.
* Attend team meetings around child/family meetings.
* Complete Voice of the Child for PEP meetings

**Communication**

* Keep up to date records of student’s progress and development, including the schools online safeguarding platform - Safeguard
* Keep detailed, accurate, secure written records of concerns and referrals
* Complete referrals
* Information sharing, both within the school, and with safeguarding partners, other agencies, organisations and practitioners.
* Ensure child protection files are transferred to the new school or college as soon and securely as possible and request CP files for year 7 students and in year admissions.