

JOB DESCRIPTION

School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Designated Safeguarding and Attendance Lead	Grade / Salary Range: Support Staff Payscale Grade L Point 40-43 £49,764 – £54,210

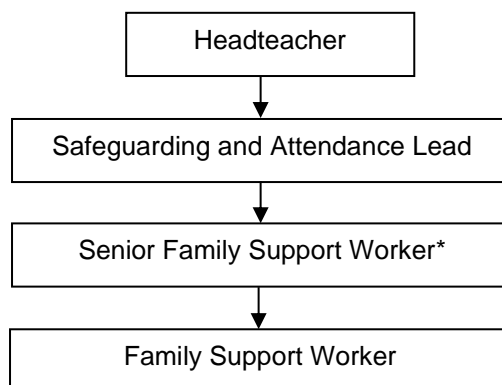
- To be the Designated Safeguarding Lead for the School
- To develop and implement the school's practice, policies, and procedures in relation to the safeguarding of pupils
- To maintain an accurate overview of all wellbeing and safeguarding issues relating to pupils and report on them as required.
- To be the Strategic Lead on external communications and stakeholder engagement for the whole school in relation to safeguarding and child protection.
- To have oversight of pupil attendance to ensure pupils are accounted for and 'don't fall through the gap'
- To deliver relevant training to staff and other stakeholders

This is a non-teaching role.

NOTE

Working with our pupils requires a particular understanding and appreciation of their individual needs, such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



*Vacant position

MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

Safeguarding and Attendance Lead responsibilities:

- ❑ To be the Designated Safeguarding Lead for the School and provide guidance, support and professional supervision to the members of the Safeguarding Team and the wider stakeholder group
- ❑ To lead the strategic development and implementation of whole school safeguarding and child protection maximise pupils' wellbeing.
- ❑ To lead the development and review of safeguarding, child protection and pupil wellbeing policies in line with national/statutory/local authority requirements and best practice guidance.
- ❑ To take lead responsibility for all safeguarding matters, as set out in the School's Safeguarding and Child Protection Policies.
- ❑ Working with Assistant Head (Pastoral) and Attendance Team to ensure pupil attendance is monitored and appropriately followed up with regard to Safeguarding.
- ❑ In conjunction with the Attendance Team identify and where possible, mitigate potential barriers to attendance in partnership with families and other agencies as required.
- ❑ Be alert to when persistent absence becomes a safeguarding concern and early intervention may be required.
- ❑ Analyse and report on attendance data for Head and Governors.
- ❑ To ensure accurate recording and timely reporting of all matters relating to Safeguarding and Child Protection.
- ❑ To manage the production and analysis of pupil-related data and be the Strategic Lead for MyConcern.
- ❑ Ensure that the Safeguarding platform MyConcern is maintained appropriately, following expectations laid out by the school Safeguarding team, including the monitoring of all reported incidents, actions taken, and outcomes for the pupils and their families.
- ❑ To create strong working relationships internally and with outside agencies to enable the best support and safety for pupils.
- ❑ To be the main School contact with the Local Authority Designated Officers for Safeguarding and to attend DSL update and safeguarding strategy meetings as required.
- ❑ To be the main School contact for Children and Family Services and other organisations and to lead on all safeguarding matters that involve these parties.
- ❑ To link with external agencies for safeguarding and PREVENT, under the direction of the Headteacher.
- ❑ To contribute to admissions, Therapeutic Thinking Plans, individual risk assessments, Annual Reviews and Educational Health Care Plans (EHCPs) when required.
- ❑ To monitor and review safeguarding procedures and policies to ensure that they are updated appropriately and provide best practice guidelines.
- ❑ To initiate and deliver regular training on all aspects of safeguarding and child protection to all staff, ensuring that they are kept up to date on current procedures.
- ❑ To ensure that adequate training is provided to School Governors and to liaise with the Governor responsible for safeguarding.
- ❑ To take responsibility within Brookfields for co-ordinating a multi-agency approach to preventative measures to address safeguarding and child protection issues.
- ❑ To attend and participate in Child Protection Conferences and planning and review meetings within and outside the specified normal working hours.
- ❑ To co-ordinate safeguarding referrals and initial assessments, appointments, progress reviews and ensure that the relevant feedback is provided.
- ❑ To input and retrieve statistical safeguarding data, compiling regular, detailed reports and to make recommendations for continual improvement, where appropriate.
- ❑ To maintain confidentiality at all times in line with Safeguarding policy, Data Protection, Freedom of Information and Child Protection legislation and guidelines.
- ❑ To provide support and guidance to staff to assist them in undertaking their own roles effectively in relation to safeguarding matters.
- ❑ To welcome external regulators' audits, inspections and reviews of the school's safeguarding practice and to prepare and implement Action Plans as required by such regulators following their visits.
- ❑ Ensure that the use of online tools and social media are maximised appropriately when communicating with stakeholders.
- ❑ To take part in staff disciplinary matters as either investigating officer or as part of disciplinary panel.
- ❑ To assess the need for, and undertake, risk assessments as required.
- ❑ To promote equality and diversity as part of the culture of the school.

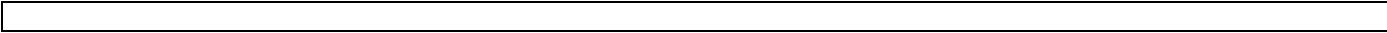
To carry out any other reasonable duties as required by the Head.

SCOPE OF JOB (Budgetary / Resource control, Impact)

- ❑ No budgetary responsibility



Brookfields
Specialist SEN School



PERSON SPECIFICATION

Job Title: Safeguarding Lead	School: Brookfields School
Reports to (job title): Head	Location: Tilehurst, West Berkshire

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

<p><u>Qualifications & Experience</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Significant relevant training in the safeguarding of young people <input type="checkbox"/> Level 3 training in Safeguarding Awareness <input type="checkbox"/> Experience of leading, motivating and developing staff <input type="checkbox"/> Experience of effective working with a variety of stakeholders <input type="checkbox"/> Extensive experience of safeguarding and child protection matters for young people <input type="checkbox"/> Substantial experience of working with external agencies and local authorities in relation to the protection of young people <input type="checkbox"/> Experience of policy development and implementation <input type="checkbox"/> Experience of using systems to record, track and report on safeguarding and attendance issues. <input type="checkbox"/> Experience of working in a challenging environment <input type="checkbox"/> Experience of working in an educational setting <input type="checkbox"/> Experience of working with students with SEN <input type="checkbox"/> Experience of working with people with Autism <input type="checkbox"/> Experience of working with people with mental health problems <input type="checkbox"/> Experience of working with people with PMLD <input type="checkbox"/> Experience of working with families for whom English is an Additional Language 	<ul style="list-style-type: none"> E E E E E E E E E E E E D D D D 	<p><i>This is a non-teaching role – we welcome applications from Support Staff, Teachers and Social Workers who are able to demonstrate considerable experience of Safeguarding and Child Protection with young people.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Relevant qualifications for the role: <ul style="list-style-type: none"> o Degree / Level 5 Diploma o Social Work qualification approved by the Health and Care Professional Council (HCPC) o Leadership and Management in Care Services o QTS o Level 3 Safeguarding Awareness
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent knowledge and understanding of relevant legislation and guidance <input type="checkbox"/> Experience of working with a variety of different agencies 	<ul style="list-style-type: none"> E E 	

<p><u>Skills and Abilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Highly literate and numerate with strong analytical skills <input type="checkbox"/> Excellent communication skills and ability to build effective, professional relationships and ability to communicate sympathetically with children and parents, whilst always advocating for the child <input type="checkbox"/> Ability to design and deliver training and guidance to staff, families and Governors <input type="checkbox"/> Excellent planning and organisation skills <input type="checkbox"/> Ability to support emotional wellbeing, self-reliance, self-esteem and resilience in others. <input type="checkbox"/> A proven track record in social care work, involving the safeguarding of children and young people with complex needs 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Report and feedback to appropriate staff any relevant information on the pupils
<p><u>Work-related Personal Qualities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs <input type="checkbox"/> Professionally discreet and able to respect confidentiality <input type="checkbox"/> Flexible approach to tasks <input type="checkbox"/> Confident and able to use own initiative <input type="checkbox"/> Awareness of child protection and bullying issues <input type="checkbox"/> Willingness to promote social inclusion policies and practices <input type="checkbox"/> Ability to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with children <input type="checkbox"/> Have lots of enthusiasm and be hard working <input type="checkbox"/> Ability to Lead a Team 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> It is extremely important that the post holder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner <input type="checkbox"/> At times there may be confidential discussions about children or families that you are involved in to better understand your role <input type="checkbox"/> Working with other members of staff at all levels is a key requirement of the role to ensure that the school runs smoothly <input type="checkbox"/> To ensure the postholder is able to demonstrate the appropriate suitability to work with children
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with Children <input type="checkbox"/> DBS Check <input type="checkbox"/> Patient and resilient <input type="checkbox"/> Willing to attend evening meetings as required <input type="checkbox"/> Willing to attend training, including intervention training, and implement actions 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure the post holder is able to demonstrate the appropriate suitability to work with children <input type="checkbox"/> The post holder may be required to attend meetings offsite and at times outside of working hours <input type="checkbox"/> The post holder will need to ensure that they are up to date with any necessary training for the role

<ul style="list-style-type: none"> ❑ This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post. ❑ Availability in school holidays in agreement with Head 	E	
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