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| **Job Description** | |
| **Role** | **Designated Safeguarding Manager** |
| **Salary** | **PO3 SP33. Actual salary: £40,342.83** |
| **Reporting to** | **Designated Safeguarding Lead** |
| **Contract Type:** | **Permanent & full time (part time [3-4 days] considered), Term time only** |

**Job Purpose**

* To lead and manage all aspects of child protection and safeguarding across the school, ensuring that a robust, proactive, and effective safeguarding culture is embedded. The post-holder will support staff in safeguarding matters, coordinate interventions, and act as a key liaison between the school, families, and external agencies.
* Line manage the following two positions: Family Liaison Officer and Academy Welfare Lead.

Main Responsibilities

* Act as a Deputy Designated Safeguarding Lead (DDSL), support the DSL to ensure compliance with statutory safeguarding guidance (eg. Keeping Children Safe in Education);
* Lead on the development, implementation, and monitoring of safeguarding and child protection policies and procedures.
* Manage referrals to social services, the Local Authority Designated Officer (LADO), the police, and other relevant agencies as required.
* Deliver safeguarding training to new staff and updates to staff as required.
* Provide advice, supervision, and support for staff raising safeguarding concerns or dealing with disclosures
* Maintain accurate and secure child protection records, ensuring confidentiality and GDPR compliance.
* Provide appropriate support and early help referrals for students experiencing a range of issues, including abuse, neglect, exploitation, mental health concerns, and peer-on-peer abuse.
* Attend and contribute to multi-agency meetings, including child protection conferences, Child in Need meetings and other core groups.
* Monitor and analyse safeguarding data to identify trends and make recommendations for improvement.
* Promote a culture of vigilance and ensure pupils know who to speak to if they feel unsafe.
* Maintain a register of students who are ‘At Risk’.
* Liaise and make timely referrals to external agencies as required including CAMHS, social workers, MASH, educational psychologists.
* Act as a key liaison between the school, families, and external agencies, building and maintaining strong relationships with key contacts.
* To line manage the Family Liaison Officer supporting them in effective communication between school and families, including our most complex and vulnerable families.
* To proactively develop links with key contacts such as local community groups, colleges, early help and social care to increase referrals and participation from vulnerable children and families.
* To attend events to support the Family Liaison officer as required.
* Support the development of a safeguarding curriculum (PSHE, assemblies, tutor time) that empowers students to keep themselves safe.
* Keep up to date with all required safeguarding training.
* Undertake first aid training and utilise your skills as required.

**General**

The post holder will be required to:

* Attend Whole School meetings, planning days and staff development and training sessions as directed.
* Support with general administration as required to support demands of the school.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Adhere to the Academy’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
* Uphold the Academy’s policy in respect of safeguarding and child protection matters.
* Work in accordance with the Data Protection Act and statutory GDPR regulations.
* Provide a healthy and comfortable working environment, smoking is strictly prohibited.
* This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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| **Job Specification**  **Child Protection and Safeguarding Officer** | | |
|  | **Essential** | **Desirable** |
| **Qualifications** | * At least 5 GCSEs (or equivalent) including English and Maths at Grade C or above, (or experience demonstrated at this level) * NVQ2 or equivalent qualification or experience in a relevant discipline | * Relevant qualification in social work, youth work, education, or safeguarding. * Recent Safeguarding training (DSL or DDSL) * First Aid Qualification, or willing to undertake |
| **Experience** | * Experience working in a safeguarding or child protection role * Relevant experience in clerical duties, telephonist skills * Have experience of schools data systems (Experience of SIMS would be an advantage) * Experience of working with students in an educational or similar environment * Experience in analysing and presenting data in a readily understandable and informative way * Experience of the establishment and maintenance of record systems. * Aware of legislation and any recent safeguarding updates | |  | | --- | | * Previous experience working in a secondary school environment * Experience with safeguarding platforms (e.g. CPOMS) | |
| **Knowledge / skills** | * Thorough knowledge of KCSIE, Working Together to Safeguard Children, and related guidance * Skilled in handling disclosures, working with vulnerable young people, and managing sensitive cases * High level of ICT competence, including word processing, spreadsheets and Databases * Excellent interpersonal and empathetic skills * Clearly understand how to set strong professional boundaries * Proven planning and organisational ability. * Excellent communication skills both orally and in writing and good presentation skills at all levels of the organisation * Ability to deal with a large volume of enquiries or concerns | * Understanding of secondary-age challenges: e.g., adolescent mental health, risk-taking behaviour, harmful sexual behaviour, and contextual safeguarding |
| **Personal Qualities** | |  |  |  | | --- | --- | --- | | * Be flexible, particularly in relation to the hours worked during peak times. * Resilient under pressure with the ability to make sound judgement quickly.  |  | | --- | | * Committed to inclusive practice and championing the welfare of all students. |  * Exercise a high degree of integrity and confidentiality. * Commitment to support the school ethos * The ability to work as part of a developing team * The ability to demonstrate a caring attitude to students and colleagues * A willingness to pursue professional and personal development * A commitment to and interest in the wellbeing, support and achievement of students. * To be positive about innovation and change. |  | |  |  | |  |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**