

Job Description

Post:	Operational Safeguarding Lead
Pay Scale:	Grade 7 (SCP 25-29)
Responsible to:	Designated Safeguarding Lead
Main Location:	St Cuthbert's RC High School

Main Duties

- Assist DSL with all matters of safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.
- Contribute to creating a safe and welcoming learning environment.
- Be available during school hours during term time for staff to discuss any safeguarding concerns. Generally, this should be in person, however, they may be available virtually in exceptional circumstances.
- Attend and contribute effectively to child protection and child in need meetings including those taking place outside of normal school hours.

Managing Referrals:

- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Identify pupils who may be at risk and use the correct referral protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency, e.g. children's social care services (CSCS), the police and Channel.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.
- Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.

Working with others:

- Act as a source of support, advice and expertise for all staff regarding child protection and safeguarding matters.
- Engage with children's social care and specialist services, as required.
- Continuously keep the DSL/Headteacher informed of any safeguarding issues or ongoing enquiries.
- Ensure the governing board is kept up to date on a regular basis regarding all child protection issues and investigations.
- Have a good knowledge of inter-agency arrangements led by the three safeguarding partners (the LA, integrated care boards, and a chief officer of police

from within the LA), and act as the main point of contact with the safeguarding partners.

- Have a working knowledge of how LA's conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and SENCO) on safeguarding matters.
- Liaise with the wellbeing lead and school counsellor where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with the DSL/Headteacher and other key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on these pupils.
- Assist the DSL in writing reports to the governing board and headteacher in a timely manner.
- Take part in strategy discussions and inter-agency meetings.
- Act as a point of contact for families in need of support.
- Support vulnerable and 'at risk' families in a manner appropriate for individuals needs including home visits when required.

Information Sharing:

- Ensure child protection files are kept up-to-date.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Understand the importance of information sharing with appropriate staff and external agencies.
- Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.

Raising Awareness:

- Assist the DSL to ensure that child protection policies and procedures are understood by all staff members, especially new and part-time staff, and are implemented correctly.
- Liaise with the safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies on safeguarding arrangements.
- Assist in promoting educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with staff.

Training:

- Attend comprehensive safeguarding and child protection training at least every two-years.
- Undertake Prevent Awareness training.
- In addition to formal training, update knowledge and skills at regular intervals and at least annually.
- Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
- Provide safeguarding and child protection guidance to the school safeguarding team, where appropriate.
- Provide advice and support to staff members regarding child protection issues such as radicalization.
- Assist the DSL to keep staff members up-to-date with guidance regarding safeguarding including the Prevent Duty.

Working with Pupils:

- Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures.
- Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Recognise potential barriers to some pupils e.g. those with SEND, may face in disclosing abuse, or staff recognizing that they are being abused, ensuring measures are in place to mitigate such issues.

Other Duties:

- Other duties that the Headteacher may reasonably from time to time ask the postholder to perform.
- To undertake all duties reasonably requested in a manner consistent with the mission and aims of the School as a Catholic school.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.

- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Evidence of undergoing sufficient safeguarding and child protection training	Essential	A/I/C
Willing to undertake further training	Essential	A/I
Current first aid certificate	Desirable	A/I/C
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	Essential	A/I/C
Holds a current driving license	Essential	A/I/C
Knowledge & Experience		
Working effectively with vulnerable pupils	Essential	A/I
Assisting with the development of safeguarding policies and protocols	Essential	A/I
Child protection cases and investigations	Essential	A/I
Liaising with a range of agencies and professionals to support pupils	Essential	A/I
Working effectively with parents to safeguard pupils	Essential	A/I
Promoting pupils' learning and welfare	Essential	A/I
Inter-agency liaison	Essential	A/I
Knowledge and experience of leading on Early Help Assessments	Essential	A/I
Leading or effectively contributing to child protection cases	Desirable	A/I
Technical Skills & Ability		
Excellent verbal and written communication skills	Essential	A/I
Excellent time management and organisation	Essential	A/I
The ability to work both as part of a team and independently	Essential	A/I
The ability to maintain successful working relationships with colleagues	Essential	A/I
Able to plan and take control of situations	Essential	A/I

Capable of handling a demanding workload and successfully prioritizing work	Essential	A/I
Special working conditions		
A willingness to work outside of the timetabled day where necessary e.g. attending morning and evening meetings	Essential	A/I
Full driving licence and access to own car with business insurance	Essential	A/I
Personal characteristics		
High levels of drive and integrity	Essential	A/I/R
Able to promote good behaviour consistently	Essential	A/I/R
Committed to contributing to the wider school and its community	Essential	A/I/R
Committed to protecting the welfare of young people	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I
Commitment to equality and diversity	Essential	A/I/R
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I