

## Job Description

### Post: Safeguarding and Wellbeing Officer

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission, values and drivers every day.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.
- Increase the access to education of students through a focus on their emotional, behavioural and mental health needs.
- Work with specific young people either on a one-to-one basis or in small groups to attempt to engage them more successfully in the learning process, identify barriers to learning and strategies to overcome barriers.
- Liaise with relevant staff and external agencies, as needed, to ensure all students' needs are met.
- Work with relevant staff to assess students' needs and devise strategies to overcome barriers preventing them from achieving their full potential.
- Lead on and be responsible for the monitoring and recording of agreed outcomes with families / students to improve social, emotional and mental health needs, maintain efficient notes and records.
- Operate relevant ICT packages / information systems; for example, MS office, including word, Excel and outlook, CPOMS, Bromcom and the Internet.
- Assist the academy to safeguard students through joint working with other agencies, arranging and attending meetings as appropriate.
- Respond to the needs of identified students with a sense of urgency.
- Use a range of intervention strategies, offer practical support and assist students in achieving their full potential such as strategies for coping, building resilience and offering a safe place for discussion to support students and families.
- Liaise with relevant staff to ensure all students' needs are met.
- Supervise students when they have chosen to 'cross the red line' and support them to 'get it right'.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***