United Endeavour Trust

November 2022

**JOB DESCRIPTION – SAFEGUARDING ASSISTANT**

**Name:**

**POST GRADE/SALARY:** Grade 5

**1.0** **JOB TITLE AND PURPOSE:** **SAFEGUARDING ASSISTANT**

* To assist the DSL with the effective management and organisation of the academy’s safeguarding duties. The Safeguarding Assistant will share the academy’s vision and the belief that all young people can achieve. Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure.

**2.0 WORKING HOURS**

27.5 hours per week (working Monday – Friday 9am – 3pm) - Term time

**3.0** **LINE MANAGEMENT:**

**Responsible to:**  Assistant Principal/DSL

**4.0 DUTIES AND RESPONSIBILITIES:**

**PART ONE: SAFEGUARDING ASSISTANT**

**4.1       Wider professional responsibilities**

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

**4.2 Support to Whole academy**

* To support and administer child protection cases, assist in making referrals as directed by the DSL.
* To maintain oversight of CPOMS, our online reporting system to ensure that concerns are dealt with in a timely manner.
* To complete referrals to external agencies and maintain full records of support in place for individual students.
* To assist in creating a culture which recognises and understands the importance if safeguarding.
* To help collate the collection of information as appropriate for Children’s Services and other agencies.
* To help monitor and update whole academy safeguarding training records.
* To collate returns on referrals to external agencies and ensure records are updated accordingly.
* Record students that are on the CP register.

**4.4 Administrational support**

* To assist with clerical duties including filing, answering the telephone and taking/passing on messages in a timely manner
* To deal with queries from outside bodies and liaise with the DSL with regard to information provided.
* Data entry as required.
* To process/distribute letters as required by the DSL.
* To prepare and compile reports for external agencies.
* Note taker at meetings.
* Liaise with parents and carers, staff and students.
* To uphold the behaviour policy and decisions made by the academy regarding sanctions for vulnerable students.
* The postholder may be expected to carry out duties other than those given in this job profile as required by the Principal.

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**5.0 A Safeguarding Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

• A Safeguarding Assistant upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.

• A Safeguarding Assistant must have proper and professional regard for the ethos, policies and practices of the academy in which they teach, and maintain high standards in their own attendance and punctuality.

* A Safeguarding Assistant must have an understanding of, and always act within, statutory frameworks.

**PART THREE: OTHER**

**6.0** **Appraisal**

* To participate in arrangements agreed at the United Endeavour Trust for the appraisal of your performance and the development identified.

**6.1**  **Policies**

* To understand and comply with all Trust policies.
* To take all reasonable steps to ensure that Health & safety requirements are observed, on both the academy site and elsewhere.
* With reference to the Trust’s Mental Health Policy, all staff have the responsibility to promote the mental health of staff, students and colleagues. Any member of staff who is concerned about the mental health or wellbeing of a student or member of staff should speak to the mental health lead in the first instance.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder

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