



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

SAFEGUARDING & EDUCATION WELFARE OFFICER

JOB DESCRIPTION

JOB PURPOSE

To promote a culture of educational excellence, rooted in God's Word, enriched by the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Assist lead professionals on issues relating to Child Protection (CP) and Looked After Children (LAC).
2. Support the Designated Safeguarding Lead (DSL) with day-to-day safeguarding responsibilities.
3. Action decisions made by the Principal/SLT regarding CP/LAC.
4. Act as a liaison with Social Services and other agencies regarding CP/LAC.
5. Maintain administrative systems related to CP and LAC.
6. Provide operational support for pupils at risk, focusing on CP and LAC.
7. Address day-to-day CP or LAC concerns in collaboration with the DSL.
8. Monitor and support the referral and assessment processes for early help and intervention.
9. Ensure Level 3 Safeguarding training is current.
10. Implement strategies to monitor and improve pupil attendance, intervening where necessary.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Pupils

- 1.1 Monitor and track CP/LAC pupils' progress, liaising with key staff to ensure academic targets are met.
- 1.2 Investigate 'Cause for Concern' referrals and take appropriate action.
- 1.3 Provide mentoring support to individual pupils as needed.
- 1.4 Apply specialist skills and training to support pupils in CP and LAC contexts.
- 1.5 Provide feedback to pupils and families as appropriate.
- 1.6 Coordinate induction processes for new admissions.
- 1.7 Complete and follow up on referrals to external agencies.
- 1.8 Monitor LAC attainment and implement interventions for underachieving pupils.
- 1.9 Collaborate with key staff to implement support strategies.
- 1.10 Develop and implement attendance improvement strategies.
- 1.11 Address individual absenteeism, supporting regular attendance at school.

- 1.12 Prepare and present cases for statutory action where persistent non-attendance occurs.
- 1.13 Provide advice on attendance regulations and the use of data for monitoring.
- 1.14 Work with SLT to set and monitor attendance targets.
- 1.15 Engage with families and external agencies to resolve attendance concerns.

2. Support for the School

- 2.1 Provide pupil progress updates to stakeholders as required.
- 2.2 Stay informed of safeguarding legislation and update school policies accordingly.
- 2.3 Support the delivery of safeguarding training.
- 2.4 Provide feedback during consultations with families and carers.
- 2.5 Ensure compliance with safeguarding, health, safety, and confidentiality policies.
- 2.6 Support policy development related to safeguarding and pupil welfare.
- 2.7 Promote equal opportunities and inclusivity.
- 2.8 Foster positive relationships with external professionals and agencies.
- 2.9 Participate in meetings, training, and development activities.

3. Organisation

- 3.1 Assist in planning and monitoring safeguarding systems and procedures.

4. Administration

- 4.1 Maintain and update safeguarding records and information systems.
- 4.2 Prepare detailed reports and correspondence related to CP and LAC pupils.
- 4.3 Support data analysis and reporting requirements.
- 4.4 Share relevant information with governing bodies and external stakeholders.

5. Responsibilities

- 5.1 Liaise with local authorities and external agencies on CP and LAC matters.
- 5.2 Collaborate with school staff to improve attendance and monitor CP and LAC pupils.
- 5.3 Maintain accurate records of pupils in CP and LAC categories.
- 5.4 Track and support academic progress for LAC pupils.
- 5.5 Provide guidance to staff and families on CP and LAC issues.
- 5.6 Attend CP Case Conferences, Reviews, and LAC Reviews as required.
- 5.7 Prepare high-quality reports for external reviews and meetings.
- 5.8 Contribute to training and awareness initiatives related to safeguarding.

6. Responsibility for Assets, Materials etc.

- 6.1 Maintain the confidential nature of information relating to the school, its pupils, families and carers.

- 6.2 Be responsible for the safe keeping of office equipment and computers hardware and software and for ensuring that computer data is backed up to the agreed schedule, ensuring compliance with the requirements of the Data Protection Act.
- 6.3 Ensure information relating to staff and pupils is kept confidentially.

7. Other Responsibilities

- 7.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.3 Contribute to the wider life of the Trust and the Star community.
- 7.4 Carry out any such duties as may be reasonably required by the Principal Trust.

8. Records Management

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Valid Named Person Child Protection Training.	E	✓	
2.	English GCSE at Grade 'C' or '5' or above.	E	✓	
3.	Other Safeguarding Training.	D	✓	✓
4.	Evidence of Continuous Professional Development.	D	✓	✓
EXPERIENCE				
5.	Managing relationships with pupils, parents and Children's Social Care, Early Help and CSE Risk Assessments, Drug & Alcohol Team (or any other key agencies).	E	✓	✓
6.	Completing referrals to Children's Social Care, Early Help and CSE Risk Assessments, Drug & Alcohol Team (and any other key agencies).	E	✓	✓
7.	Experience of using school safeguarding software.	D	✓	
8.	A minimum 2 years' experience working in a similar role.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Monitoring and creating relevant intervention for key pupils.	E	✓	✓
10.	Ability to write effective and detailed reports.	E	✓	✓
11.	Ability to manage records effectively.	E	✓	✓
12.	Collation and analysis of key data.	E	✓	✓
13.	Ability to complete referrals to Children's Social Care, Early Help and CSE Risk Assessments, Drug & Alcohol Team (and any other key agencies).	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
14.	Knowledge of how to effectively use and manage school safeguarding software.	D	✓	✓
15.	Ability to support the development of policies and procedures relating to child protection.	D	✓	✓
16.	Ability to Line Manage/Manage staff and hold people to account.	D	✓	✓
17.	Ability to chair meetings and set appropriate agendas.	D	✓	✓
PERSONAL QUALITIES				
18.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
23.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
24.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and Christian ethos of the Establishment.	E	✓	✓
25.	Ability to cope with the requirements of the post, which may include working with pupils who have emotional, behavioural or physical difficulties.	E	✓	✓