



## **SAFEGUARDING LEAD & EDUCATION WELFARE OFFICER**

**Job Title:** Safeguarding Lead & Education Welfare Officer

**Contract:** Permanent

### **Job Summary:**

To inspire our family of schools to provide opportunities for our students, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our students to become confident and impactful world citizens.

### **Safeguarding**

The Safeguarding Lead & Education Welfare Officer will be the first point of contact for staff members for all Safeguarding concerns. They will be accountable to the CEO in leading and managing safeguarding and child protection practice at NET Academies, and ensuring the safeguarding and welfare of all pupils in the school. They will work with designated safeguarding leads across NET Schools, coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. They will be responsible for developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary.

### **Key Duties:**

- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- Work with class teachers, the Family Liaison Officer and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with a formal plan (Child protection or CiN or are LAC)
- Report to the CEO & COO on all safeguarding matters and updating policies and procedures where appropriate

### **Education Welfare Officer**

This important post contributes to raising student achievement and ensuring full participation in education. The EWO works closely with teaching and non-teaching staff to help students overcome barriers to learning, particularly but not exclusively, with attendance and punctuality.

### **Essentials of the Role:**

- A knowledge and understanding of the legislative framework and current government policy relating to school attendance, including the legal sanctions for non-school attendance
- Ability to manage own work and to work under pressure
- Ability to compile reports to multi agency groups
- Ability to liaise, negotiate and provide sound advice to parents, schools and other agencies



- Sound verbal and written/computer skills
- Knowledge of relevant legislation relating to vulnerable children/Education Act 1996, Children Act 1989
- Experience of working with children and their families
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#### Person specification

CRITERIA	QUALITIES
Abilities and skills	<p>Significant organisational and administrative skills, supported by a proficiency with ICT</p> <p>Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality</p> <p>Excellent interpersonal skills and solution focused approach to professional relationships</p> <p>Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people</p> <p>Ability to work under pressure and meet deadlines whilst still being polite and reasonable</p> <p>The ability to build and maintain relationships with the whole school community</p> <p>The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary</p> <p>Strong listening skills and the ability to deal with sensitive situations with integrity Ability to work as part of a team and demonstrate initiative</p>
Professional Experience, Knowledge & Understanding	<p>Experience of working in the field of Child Protection with relevant qualifications</p> <p>Willingness to participate in further training and development opportunities</p> <p>Experience of planning and coordinating meetings in a time-pressured environment</p> <p>Experience of using Microsoft Office to produce a range of professional documents</p>
Strategy	<p>Is aware of, and understands, the NET Vision and Values.</p> <p>Understands how this role supports the vision</p> <p>Will work in partnership with teachers and support staff in ensuring students' access to learning and the whole curriculum and their independence as a learner and citizen.</p>
Planning	<p>Ensures entries to the school student records system are accurate and timely</p> <p>Develops strategies to improve attendance, based on data and insight.</p>



Delivery	<p>Work with Academy leaders to raise the profile of the importance of good attendance whilst ensuring compliance with Policy</p> <p>Will pay particular attention to the attendance of Looked After Children, and following up as appropriate, including attending review meetings</p> <p>Working with students and families to establish the reasons for non or poor attendance, making assessments and using appropriate strategies to aid return to the Academy; this to include unsupervised home visits.</p> <p>Chair attendance panels and execute follow-up decisions.</p> <p>Convening or attending, as appropriate, multi-agency meetings to help improve attendance.</p> <p>Keep detailed records of all interviews and interventions</p> <p>Use appropriate legal action, against parents/carers not fulfilling their statutory responsibilities.</p> <p>Be responsible for holding any statutory orders made in the Magistrates or Family Proceedings Courts, such as Education Supervision Orders and Parenting Orders.</p> <p>To follow the Academy's Child Protection procedures, in line with DfE guidelines and in liaison with the relevant Child Protection Officers (N.B. except in cases involving accusations against staff)</p> <p>To support students and parents/carers in all matters of welfare and issues which provide a barrier to learning.</p>
Information Management & Reporting	<p>Reporting regularly to the members of the senior leadership team on overall attendance statistics, patterns of attendance and individual problems.</p> <p>Completes DfE and borough attendance returns as required.</p>
Child Protection and Safeguarding Awareness	<p>An in-depth understanding of child protection and safeguarding legislation</p> <p>The confidence and good judgment to manage situations relating to the behaviour of others towards a child</p> <p>A commitment to safeguarding and promoting the welfare of young people</p> <p>A willingness to challenge opinion, where necessary, and to drive the Child Protection agenda</p>
Equal Opportunities Awareness	<p>A commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach</p> <p>A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities</p> <p>A commitment to working in a flexible and collaborative manner with all members of the school community</p>