

Person Specification

Welfare and Safeguarding Officer

(NJC spine points 26-28: 37 hours per week; 46.94 weeks per year)

Requirements for Role (<i>E = Essential; D = Desirable</i>)		E	D	Assessed by
1. QUALIFICATIONS AND EXPERIENCE				
1.1	GCSE (or equivalent) in Maths and English	✓		Application
1.2	Degree level qualification		✓	Application
1.3	Holding, or working towards, appropriate DSL-level qualifications	✓		Application
1.4	Experience of working effectively with children & young people and their parents/carers	✓		Application & interview
1.5	Experience of working effectively with external professionals and other agencies	✓		Application & interview
1.6	Experience of working in a safeguarding role		✓	Application & interview
1.7	Experience of working in a school environment		✓	Application & interview
2. QUALITIES, SKILLS AND KNOWLEDGE				
2.1	Has the best interests of children and young people as the guiding principles of personal practice	✓		Application & interview
2.2	Understands the barriers faced by vulnerable young people within and outside of education settings			Application & interview
2.3	Has an up-to-date knowledge of safeguarding and child protection legislation, procedures and practices	✓		Application & interview
2.4	Ability to manage sensitive and confidential matters in line with GDPR requirements	✓		Application & interview
2.5	Communicates effectively with students, staff, parents, colleagues and external agencies	✓		Application & interview
2.6	Can work on own initiative and as a member of a team, knowing when to offer and request support	✓		Application & interview
2.7	Has strong organisational and time-management skills, with the ability to prioritise and work under pressure	✓		Application & interview
2.8	Is committed to own professional development	✓		Application & interview
2.9	Is IT literate, with a working knowledge of Microsoft Office applications	✓		Application & interview

Job Description

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OVERVIEW

The Welfare and Safeguarding Officer will take responsibility for all safeguarding and child protection matters arising at the school, supporting other staff in dealing with any child protection concerns that arise.

The successful candidate will be responsible for promoting and safeguarding the welfare of children and young persons for who they are responsible, and with whom they come into contact. They will also be available for staff to discuss any safeguarding concerns.

Reporting to: the Deputy Headteacher (Behaviour, Safeguarding and Personal Development)
Co-ordinating the work of: the Student Counsellor
Working in partnership with: Pastoral Managers; SEND team; Behaviour Team
MAIN DUTIES
1. ROLE-SPECIFIC DUTIES
<ul style="list-style-type: none"> - Working closely with staff across the school to monitor student's behaviours, relationships, development, and happiness throughout the school year. - Supporting the identification of students at risk of, or showing signs of, mental health/wellbeing concerns. - Identifying and supporting children and young people with specific needs, e.g. Looked-After Children; Young Carers. - Ensuring that effective communications and liaison with, and referrals to, Social Care and other agencies take place as appropriate in the event of safeguarding concerns. - Working with the Local Authority and other agencies to support and facilitate interventions and services in areas such as Early Help, Child Protection and Looked-After Children. - Attending and contributing to child protection case conferences and similar meetings as required. - Supporting the delivery of interventions for students who face social, emotional and mental health challenges. - Keeping detailed, accurate, secure written records of concerns and referrals - Keeping up to date with statutory and other guidance relating to safeguarding and the welfare of young people. - Ensuring appropriate supervision/arrangements for students who are suspended from school or otherwise not working to their normal school timetable. - Overseeing the safety and wellbeing of students who are on the school's roll but are educated off-site. - Assisting and establishing good relationships with parents/carers and, where appropriate, encouraging active involvement in the development of support plans.

- Ensuring, with the Deputy Headteacher (Behaviour, Safeguarding and Personal Development), that all new staff, Governors, and other relevant stakeholders receive appropriate safeguarding training.
- Assisting the Deputy Headteacher (Behaviour, Safeguarding and Personal Development) with the regular review of safeguarding policies and procedures.
- Working with the Deputy Headteacher (Behaviour, Safeguarding and Personal Development) to provide regular updates and training on all safeguarding matters, including changes in child protection policy and procedure.
- Ensuring that all staff have access to and understand the school's safeguarding policy and procedures.

2. OTHER RESPONSIBILITIES

- Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference, and ensuring equal opportunities for all.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the roles of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities, and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.
- Any other duties that would reasonably be expected of the post holder.

4. ADDITIONAL EMPLOYMENT MATTERS

The post is subject to:

- The terms and conditions set out in the 'Green Book' Local Government Terms and Conditions documentation.
- the other terms and conditions set out in the various national collective agreements in force from time to time;
- the Trust's terms and conditions including any local agreement entered into with the Trusts' forum (including recognised trade unions);
- the conditions set out in the Job Description and in the letter of appointment.

Safer Recruitment

Our Trust is committed to safeguarding and promoting the welfare of children and young people within all Trust schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children in accordance with statutory guidance including 'Keeping Children Safe in Education'. In order to meet this responsibility, this includes a rigorous recruitment & selection process to discourage and screen out unsuitable applicants. Trust Job descriptions and persons specifications make reference to safeguarding and child protection and that all posts are

subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment. A Disclosure and Barring Service Enhances Certificate (DBS) with Barred List Check will be required for all appointed posts. The Trust will carry out other appropriate pre-employment checks. These include: Qualifications and Status e.g. QTS, Prohibition check, EEA check, Section 128 Directive check and Disqualification under the Childcare Act 2006 check. A Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job. Further identity checks to determine identity and proof of eligibility to work in the UK. Inclusion on the Trust/school's Single Central Record (SCR).

Equal Opportunities

Our Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TrustEd CSAT Alliance takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TrustEd CSAT Alliance is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Our Trust is committed to ensuring that all employees privacy is protected. By signing a contract of employment, you will agree for TrustEd CSAT Alliance, and/or agents appointed by the Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to our Trust. A full list of these organisations is available upon request.