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**Job Description**

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| **School:** |
| **Post Title: Safeguarding Lead** |
| **Grade/Pay Range: Grade F SCP 20-24** |
| **Hours/weeks: 37 hours term time only** |
| **Reporting to: Headteacher** |
| **Department/Team: Support** |

**Overall Purpose of Post**

To lead and manage the provision of safeguarding of children within the school and support local families in accessing multi-agency support within the school. Work alongside teaching staff and within existing pastoral systems to provide an extra layer of support for pupils.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**SAFEGUARDING AND CHILDREN**

• To work with the Senior Leadership Team in ensuring effective procedures for safeguarding children are ap

plied in school and support the Designated Safeguarding Leads.

• To complete relevant training in order to become a Designated Safeguarding Lead.

• To be responsible for the provision of training and support for others on safeguarding requirements.

• To manage on a daily basis the recording and resolution of safeguarding concerns using the “My Concern” system.

• To act as the link between the school and Transform Trust in ensuring a coherent approach to safeguarding issues.

• Make recommendations to the Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation.

• Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures and safeguarding induction is completed for new staff.

• In conjunction with school office management, ensure all staff in school have the appropriate recruitment checks and the SCR is maintained in accordance with statutory and local procedures

• Attend core group meetings and child protection meetings on behalf of the school and undertake case management under the supervision of the Headteacher

• Develop and maintain relationships with colleagues across Transform Trust.

• Provide support to children where appropriate.

• Monitor effectively and quality assure the provision of First Aid. Ensure first aid training for selected staff is

kept up to date and that care plans, records of administration of medicine and first aid are maintained in

accordance with statutory and local procedures.

**PARENTS AND COMMUNITY / FAMILY SUPPORT**

• Develop and maintain relationships with parents and carers to encourage participation in school.

• To act as first point of contact in school for families in need of support.

• To signpost services for families and refer for support when appropriate.

• Manage parental complaints particularly in relation to safeguarding and behaviour issues. Assist other staff with the management of parental complaints and ensure procedures for these are followed.

• Ensure appropriate arrangements are in place to support children in the smooth transition from primary to secondary school.

• Develop and maintain relationships with external agencies including the Trust Safeguarding Lead.

• Liaise with the Family Support Worker.

• Offer practical support for families where pupil attendance is a concern.

• Maintain regular contact with families of children receiving support to encourage positive family involvement in the child’s learning.

• To liaise with families where bullying concerns have been raised.

**SUPPORT FOR TEACHING AND LEARNING / PUPILS AND STAFF**

• Establish good working relationships with pupils acting as a role model and setting high expectations.

• Provide consistent support to all pupils, responding appropriately to individual pupil needs.

• Assist with the development and implementation of Behaviour / Pastoral Support Plans.

• In conjunction with the ICT Co-ordinator, support the use of ICT in learning activities and development of pupils’ competence, independence in its use and e-safety awareness.

• Help pupils to access learning activities through specialist support where appropriate.

• Promote inclusion and acceptance of all pupils; to investigate and support pupils where bullying concerns have been raised.

• Be available to support pupils during the lunch period to help them in resolving conflicts and developing personal, social and emotional skills.

• Support the Headteacher and Attendance Administrator in identifying patterns of absences and implementing structures, processes and family support to improve attendance.

• Be the first line of support for teachers in the investigation of allegations of bullying.

• Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

• Establish constructive relationships with parents / carers and communicate information as required.

**SUPPORT FOR THE SCHOOL**

• Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

• Contribute to the overall ethos/work/aims of the school

• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

• Attend and participate in regular meetings

• Participate in training and other learning activities as required

• Recognise own strengths and areas of expertise and use these to advise and support others.

**LINE MANAGEMENT / SUPERVISION**

• Undertake recruitment / induction / appraisal / training / mentoring roles for appropriate staff in school

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Qualifications and Experience | •5 GSCEs grade A\*-C including English & Maths or equivalent  •NVQ Level 3 Teaching Assistant Qualification or equivalent  •Qualified first aider or willing to undertake the training  •DSL training qualification or willingness to undertake  • working in an environment where experiences included taking  initiative and self-motivation.  • previous experience of working in a similar role  • experience of working in an education setting (desirable)  • working as a member of a team.  • experience of dealing with confidential information. |  | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 |  | 🗸  🗸  🗸  🗸  🗸 | 🗸  🗸  🗸  🗸 |
| Skills/Abilities | • good listening, oral and literacy skills.  • excellent communication skills, both written and oral, with the  ability to communicate effectively with people at all levels.  • high level of administrative and organisational skills.  • able to work as part of a team and contribute towards its suc  cess.  • record keeping and information retrieval.  • organising meetings.  • knowledge of safeguarding best practices and legislation.  • knowledge of educational legislation, guidance and legal re  quirements including Keeping Children Safe in Education.  • knowledge of Equal Opportunities, Human Rights and Data Pro  tection legislation.  • Experience of preparing for Ofsted (desirable)  • able to use all MS Office programs particularly Word, Excel,  Outlook and Powerpoint and be familiar with other bespoke  databases.  • able to work to tight deadlines, managing and prioritising time  effectively.  • self-starter, with and ability to work independently & use own  initiative to overcome obstacles. |  | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 | 🗸  🗸 | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 |  |
| Interpersonal | • have an openness to learning and change.  • have a positive attitude to personal development and training.  • be able to work in ways that promote equality of opportunity,  participation, diversity and responsibility.  • demonstrate good interpersonal skills  • demonstrate integrity, confidentiality, impartiality and empa  thy  • have good interpersonal skills. |  | 🗸  🗸  🗸  🗸  🗸  🗸 |  | 🗸  🗸  🗸  🗸  🗸  🗸 |  |
| Other | • be available to be contacted at mutually agreed times;  • be able to travel to meetings;  • be willing occasionally to attend evening meetings. |  | 🗸  🗸  🗸 |  | 🗸  🗸  🗸 |  |
| Work Related Circumstances | • Must be willing to undertake training as required  • Must ensure confidentiality in respect of pupils and infor  mation.  • Commitment to the highest standards of child protection and  safeguarding  • Recognition of the importance of personal responsibility for  health and safety  • Commitment to the Trust’s ethos, aims and whole community. |  | 🗸  🗸    🗸  🗸  🗸 |  | 🗸  🗸    🗸  🗸  🗸 |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**