

Post Title:	Safeguarding Liaison Officer
Grade:	Grade 6
Responsible to:	Headteacher/ Inclusion Team Leader- SENCO
Responsible for:	As defined in staffing structure
Purpose of job:	Under an agreed system of supervision: Take a lead role within the school to ensure the safeguarding of children and support for local families in accessing services

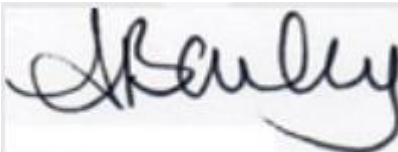
Welcome to Woodhouse West Primary School



I am so pleased that you are considering joining our school. We are very proud of our school, its children and their families. Everyone who works at Woodhouse West is passionate about making a difference to our children and helping them to achieve their full potential, whilst being the best they can be every day. Please visit our website where you will notice that it is full of beautiful pictures of children learning through personal experience of the world around them. We encourage all children to broaden their horizons, have the confidence to try new things and keep going when challenges present themselves and celebrate their successes. As a result our children are articulate, inquisitive and confident and frequently ask questions of those around them.

Each of our children has the potential to do something wonderful, our primary role is to find their key skill or talent, the gem inside them and nurture it.

The very best way to understand our ethos and the way we learn is to visit us and see for yourself. Please feel free to contact us to arrange and visit.



Mrs Anne-Marie Bailey

JOB DESCRIPTION FOR POST OF: SAFEGUARDING LIASION OFFICER

MAIN DUTIES AND RESPONSIBILITIES

SAFEGUARDING CHILDREN

1. To work with the Headteacher in ensuring effective procedures for safeguarding children are applied in school and carry out the role of Child Protection Liaison Officer/Designated Safeguarding Deputy
2. To act as the link between the school and the Family of Schools in ensuring a coherent approach to safeguarding issues.
3. Make recommendations to the Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation
4. Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures and induction is completed for new staff
5. Have responsibility for ensuring all staff in school have appropriate recruitment checks and records are maintained in accordance with statutory and local procedures including checks on car insurance where appropriate.
6. Attend core group meetings on behalf of the school and undertake case management under the supervision of the Headteacher
7. Develop and maintain relationships with external colleagues in MAST
8. Oversee the school attendance monitoring and follow up on issues with external agencies
9. Provide support to children including informal counselling support where appropriate.

PARENTS AND COMMUNITY

1. Develop and maintain relationships with parents and carers to encourage participation in school
2. 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.
3. Provide support to parents and carers including informal counselling support where required.
4. Ensure appropriate arrangements are in place to support parents and children in the smooth transition from primary to secondary school.
5. Develop and maintain relationships with external colleagues in MAST in relation to parental support
6. Manage the Parent Support Adviser

LUNCHTIME SUPERVISION

1. Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of children at lunchtime.
2. Manage the lunchtime supervisory staff and play staff ensuring appropriate deployment and training.

TEACHING AND LEARNING

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs as required
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources
6. Undertake specified work to provide the delivery of PPA time within School

SUPPORT FOR THE SCHOOL

1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Be responsible for the provision of out of school learning activities within guidelines established by the school
9. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

1. Manage Lunchtime Support Staff and Parent Support Adviser
2. Liaise between managers/teaching staff and pupil support assistants
3. Hold regular team meetings with managed staff
4. Represent support staff at teaching staff/management/other appropriate meetings
5. Undertake recruitment/induction/appraisal/training/mentoring for appropriate staff in school

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Person Specification

Specification	Essential	Desirable	Evidence
Qualification/ Training	<ul style="list-style-type: none"> Educated to Degree Level or equivalent Maths and English at grade A* - C or equivalent Excellent numeracy/literacy skills Willing to participate in and undertake training as necessary Completed safeguarding training Evidence of Continuing Professional Development in safeguarding 	<ul style="list-style-type: none"> Recognised Safeguarding qualification or Counselling qualification QTS status or Certificate in Education Workshop to Raise Awareness of Prevent (WRAP) and Channel/Prevent Multi-Agency Panel (PMAP) trained 	<ul style="list-style-type: none"> Application Form References
Experience	<p>Experience of:</p> <ul style="list-style-type: none"> Carrying out a substantial safeguarding role to include dealing with a range of issues such as abuse, neglect, radicalisation, CSE Making appropriate referrals into Children and/or Adult Social Care Completing safeguarding related risk assessments, putting in place relevant control measures that leads to informed decisions Developing working relationships internally and with external agencies successfully Delivering safeguarding related staff training Attending statutory, multi-agency and family meetings Ability to deal with situations sensitively and with empathy, both face to face and telephone communication A track record of providing and analysing statistical data in a clear, understandable report format Proven track record or working with complex issues of a difficult and sensitive nature 	<ul style="list-style-type: none"> Experience of completing/leading on Early Help Assessments (EHAs) Experience of safeguarding learners in education Experience of working to LADO procedures Knowledge and use of CPOMS 	<ul style="list-style-type: none"> Application Form Interview References Performance of task/test at interview

	<ul style="list-style-type: none"> • Providing effective safeguarding support and guidance 		
Skills & Knowledge	<ul style="list-style-type: none"> • Have a good, sound, working knowledge of current safeguarding, child and adult protection legislation, statutory and other related guidance • Have a good, sound, working knowledge of current data protection and confidentiality related legislation, statutory and other related guidance • Preparing and presenting safeguarding, child and adult protection reports and information • A knowledge of available safeguarding support services and referral routes • Excellent administrative and organisational skills • Good IT skills • Capable of working under operational pressure in a challenging environment • Ability to meet deadlines effectively • Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals • Able to establish and maintain positive and professional relationship • Ability to work in a crisis situation 	<ul style="list-style-type: none"> • Understanding of diversity, equal opportunities and DDA legislation • 	<ul style="list-style-type: none"> • Application • Interview • References • Performance of task/test at interview •
Personal characteristics	<ul style="list-style-type: none"> • A courteous, positive and 'can do' problem solving approach • An ability to form good working relationships with colleagues and to work cooperatively in a team • Ability to work with a range of people at all levels 		<ul style="list-style-type: none"> • Application • Interview • References

	<ul style="list-style-type: none">• Ability to work on own initiative		
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