



Star

STAR ACADEMIES

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

SAFEGUARDING MANAGER

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Advise lead professionals on all issues relating to Child Protection (CP)/Looked after Children (LAC) as appropriate.
2. Deputise for the Designated Safeguarding Lead in terms of all duties relating to CP.
3. Action decisions taken regarding CP/LAC by the Principal/SLT.
4. Be the key link with Social Services/other agencies regarding CP/LAC issues.
5. Organise and supervise administrative systems relating to LAC and CP within the school.
6. Contribute to the planning, development and monitoring of support services for pupils 'at risk', CP issues, or those who are 'looked after'.
7. With appropriate support, lead on day-to-day issues relating to CP or LAC.
8. Exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate, relating to CP and LAC.
9. Maintain an excellent understanding of the referral and assessment process for early help and intervention.
10. Ensure Level 3 Safeguarding training is kept up to date by attending annual refresher courses.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for Pupils

- 1.1 Monitor and track the progress of CP/LAC pupils and liaise with ISAC, EAC, SENFa and other staff to ensure that LAC and pupils with CP intervention are achieving in line with their academic targets.
- 1.2 Keep up to date records while pupils are withdrawn from mainstream lessons, in order to measure their progress and suggest next steps for improvement.
- 1.3 Act as a specialised mentor for individual pupils who are undertaking specialised programmes.

- 1.4 Use specialist skills/training/experience to support pupils in relation to CP and those who are looked after.
- 1.5 Provide feedback to pupils as appropriate.
- 1.6 Organise and co-ordinate an induction system for new admissions.
- 1.7 Complete referrals to Children's Social Care, Early Help and CSE Risk Assessments, Drug & Alcohol Team (and any other key agencies) and chase progress and engagement.
- 1.8 Thoroughly investigate 'Cause for Concern' referrals received via CPOMs and take appropriate action to ensure pupils safety - delegate duties to other members of CP Team, i.e. Mentors if workload demands this, ensuring they report back via CPOMS.
- 1.9 Monitor attainment of LAC and implement intervention for pupils who are not on target.
- 1.10 Implement monitoring and support for pupils through key staff.

2 Support for the School

- 2.1 Provide information for reports on pupil progress to families and/or other stakeholders in line with the agreed processes across the school.
- 2.2 Stay up to date with current legislation and best practice advice in relation to CP/LAC and ensure the school safeguarding policy is updated in accordance with school processes so that it meets the requirements of latest guidance at all times.
- 2.3 Provide training for colleagues working with LAC and/or pupils affected by CP issues.
- 2.4 Provide feedback through family consultations to pupils and their carers.
- 2.5 Assist with the development of policies and procedures relating to CP, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 2.6 Be aware of and support difference to ensure equal opportunities for all.
- 2.7 Contribute to the overall ethos/work/aims of the school.
- 2.8 Develop constructive relationships and communicate with other agencies/professionals.
- 2.9 Attend and participate in regular meetings, share expertise and skills with others.
- 2.10 Participate in training and other learning activities and performance development as required.
- 2.11 Be aware of and comply with policies and procedures relating to CP, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- 2.12 Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- 2.13 Establish constructive relationships and communicate with other agencies and professionals to support achievement and progress of pupils.
- 2.14 Recognise own strengths and areas of expertise and use these to advise and support others.
- 2.15 Lead for whole school in specialist area and share expertise and skills with others.

3 Organisation

- 3.1 Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies including CPOMS and any other specialist software/record keeping systems.

4 Administration

- 4.1 Provide organisational and complex advisory support to other staff.
- 4.2 Take a lead role in the development and maintenance of record/information systems.
- 4.3 Produce, and respond to, complex correspondence relating to CP and LAC pupils.
- 4.4 Provide detailed analysis and evaluation of data and produce detailed reports and information as required relating to CP and LAC.
- 4.5 Provide advisory support to the Governing Body.
- 4.6 Share information with the named governor for LAC.
- 4.7 Prepare high quality Signs of Safety reports for CP Reviews, Case Conferences and LAC Reviews.

5 Responsibilities

- 5.1 Liaise with all relevant LEA Officers, and or their representatives, regarding CP and matters relating to LAC pupils.
- 5.2 Work closely with all teaching, mentoring, voluntary staff and any other appropriate agencies to manage a co-ordinated and coherent programme for monitoring and improving attendance levels of CP and LAC.
- 5.3 Liaise with ESWS and other relevant parties on all matters concerning attendance patterns regarding CP and LAC.
- 5.4 Create and maintain an up to date register of all pupils at school who fall into the category of LAC.
- 5.5 Collate data in order to monitor and track the academic progress of looked after children across the curriculum.
- 5.6 Lead in the coordination counselling and advice to LAC.
- 5.7 Lead in the training of staff on issues concerning LAC.
- 5.8 Raise awareness of LAC issues with staff and other appropriate agencies.
- 5.9 Provide information during consultations, reports about or inspections on LAC matters.
- 5.10 Be the first point of contact with Social Services and to liaise with other relevant outside agencies and other school staff where CP is involved.
- 5.11 Carry out Child Protection training of all permanent and temporary members of staff (including Initial Teacher Training pupils), placements and volunteers.
- 5.12 Attend CP Case Conferences, CP Reviews and LAC Reviews.
- 5.13 Produce written reports pertaining to any CP issues.
- 5.14 Be responsible for all CP referrals.
- 5.15 Have responsibility for the monitoring of identified pupils, ensuring that staff have information on a 'need to know' basis.
- 5.16 Evaluate own practice and identify areas for improvement through line management discussions.
- 5.17 Prepare high quality Signs of Safety reports for CP Reviews, Case Conferences and LAC Reviews.
- 5.18 Attend PEP meetings and set appropriate targets for LAC pupils.

6 Range of Decision Making

- 6.1 Take initiative in the development of new procedures to meet changing requirements and improvements in quality. To advise on the formulation of policy and practice relevant to the role.

- 6.2 Use good common sense and initiative in all matters. Will interpret guidance from in and out of school to ensure consistency and accuracy of information.
- 6.3 Use good common sense and initiative in all matters relating to:
 - 6.3.1 The conduct and behaviour of individual and small groups of pupils
 - 6.3.2 The correct use and care of materials by individual and small groups of pupils
 - 6.3.3 The safety and wellbeing of the pupils.
- 6.4 Make decisions within established working practice and procedures but may be called upon to act on own initiative.

7 Responsibility for Assets, Materials etc.

- 7.1 Maintain the confidential nature of information relating to the school, its pupils, families and carers.
- 7.2 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.
- 7.3 Ensure information relating to staff and pupils is kept confidentially.

8 Other Responsibilities

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

9 Records Management

- 9.1 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'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			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 CPOMS.	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	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Knowledge of how to effectively use and manage CPOMs.	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.	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 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	✓	✓