

# Role Description

## Safeguarding Manager

<b>NJC Pay Range</b>	Band G
<b>Responsible For:</b>	Teaching Assistant's
<b>Responsible To:</b>	Principal/Designated Safeguarding Lead

### Main Purpose of the Post

- To undertake the Deputy Designated Safeguarding Lead (DDSL) role.
- To manage, under the direction of the Designated Safeguarding Lead (DSL), the coordination, administration and organisation of safeguarding and child protection policies and procedures across the Academy, providing effective triage of safeguarding/ Early Help referrals as required.
- To produce reports for referrals, safeguarding or team around the child meetings.
- To be responsible for the confidential, secure and accurate recoding of referrals, outcomes and strategy meetings.
- To provide (where relevant in conjunctions with the core safeguarding team) professional expertise, advice and guidance to staff and other adults in respect of safeguarding and child protection issues and oversee multi-agency involvement.
- To secure effective, collaborative professional relationships with local safeguarding partners.
- To work alongside other leaders, managers and colleagues in the Pastoral/Student Support teams to provide a graduated level of intervention for vulnerable learners, connecting seamlessly with more specialised support within and beyond the Academy/Trust.
- To work directly with identified children and their families to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- Where relevant, to be responsible for the management of members of the safeguarding team (or associated roles) including allocation and monitoring of work, appraisal and training, where appropriate.
- To work with individuals and groups of vulnerable young people, building their confidence and self-esteem through the design and delivery of high-quality structured programmes.

### Key Areas of Responsibility

#### Leading Trust/Academy Business Functions

##### *Managing Safeguarding/Child Protection*

- To act as first point of triage for safeguarding alerts.
- To be responsible for the administration and effective record keeping of safeguarding records, and ensure information is shared appropriately.
- To support the DSL in ensuring that effective and efficient systems for the recording, collation and reporting of confidential data, and for the production of up-to-date documentation relating to all cases of safeguarding and child protection (e.g., CPOMS software), are followed at all times.
- To keep up to date with relevant safeguarding training, referral pathways and systems, including Level 3 Child Protection training and be aware of the South Yorkshire Child Protection Procedures, including procedures in relation to the Rotherham Safeguarding Children Partnership and the latest Keeping Children Safe in Education guidance.
- To prepare and collate case studies and statistical updates to support the work of the DSL as and when required.
- To undertake appropriate enquiries and apply critical thinking in respect of safeguarding referrals to provide intervention at the earliest possible opportunity, identify risk and achieve a conclusion which ensures measures are in place to negate harm.

- To prioritise referrals according to highest risk, and to delegate/direct lines of enquiry which require resolution within the pastoral and safeguarding teams.
- To work with the DSL to ensure that relevant safeguarding files are copied and forwarded appropriately when a child/young person transfers to another school
- To plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and at risk of significant harm.
- To work alongside the DSL to attend Strategy meetings, Child Protection Case Conferences, Core Groups and Child in Need meetings, including some flexibility in terms of working hours to ensure the Academy has appropriate representation at all times.
- To manage the triage and administration of referrals made to the core safeguarding team on a daily basis and undertake regular analysis of data to identify emerging trends.
- To produce readily available literature for the school community including parents/carers, which promotes a whole-school awareness of how children are kept safe within the Academy.
- To work alongside the pastoral team to engage and support the Early Help Process and to support the care of children where their living arrangements are at risk of breakdown.

#### *Securing Multi Agency Working*

- To provide training and awareness within the Academy on topical safeguarding issues eg Prevent, Honour Based Abuse and CSE based on current learning and new developments, and to participate in staff induction.
- To support the DSL in championing, updating and reviewing the Child Protection and Policy and Audit on an annual basis
- To develop supportive relationships with children and their families in the community in order to effectively address safeguarding concerns.
- To work integrally within the Safeguarding Team to provide professional expertise, advice and guidance to staff in respect of child protection and safeguarding issues and to initiate multi-agency referrals, including social care as necessary.

#### *Delivering Teaching and Learning*

- Use specialist (curricular / learning) skills, training and experience to support pupils and deliver high quality learning experiences.
- To work in partnership with class teachers to deliver learning activities to whole classes in the absence of the teacher, during the teacher's PPA time or when providing cover as required.
- To take responsibility for planning high quality lessons and sequences of lessons within the academy's long-term planning framework
- To plan and lead the delivery of high-quality learning activities within specific areas of the curriculum, as agreed with the class teacher, selecting and preparing appropriate resources to lead learning activities.
- To use own initiative to assess and evaluate pupils' needs within the academy's agreed assessment framework, evaluating and adjusting work plans as appropriate to meet student's needs.
- To apply the academy behaviour system consistently and fairly, ensuring strategies are effectively implemented and learning not disrupted.
- Establish productive working relationships with students, acting as a role model, setting high expectations and promoting inclusion.
- Support pupils consistently whilst recognising and responding to their individual needs, engaging all pupils in activities and ensuring pupils interact and learn cooperatively with others.
- Promote independence and employ strategies to recognise and reward achievement and self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

#### Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.
- To work outside contract hours in order to meet the needs of the role.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

## Role Description

# Supplementary Information

<b>NJC Pay Range</b>	Band G
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## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
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- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.

- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

### Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***