



**Location:** Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

**Salary:** Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 – 40

**Hours of work:** 37 hours per week, term time plus 2 weeks

**Responsible to:** Designated Safeguarding Lead

**Post objective:** The Safeguarding Officer will be the Deputy Designated Safeguarding Lead, working as part of the safeguarding team, supporting the effective operation of the safeguarding service on a day-to-day basis. They will act as a source of support, advice and expertise to promote safeguarding to students and staff in the academy.

Main Duties and Responsibilities:

- Act as a point of contact for any safeguarding and child protection concerns, providing timely, relevant support and advice to safeguard students.
- Make timely external referrals to a range of external agencies including Children's Social Care to safeguard and support students and record these on student chronologies.
- Monitor any external referrals made to ensure the academy has an outcome and recommendations/actions are completed and recorded on the student chronologies.
- Attend and contribute to external meetings, such as child protection conferences, core groups, child in need meetings, etc ensuring any follow ups for the academy are actioned and recorded appropriately.
- Maintain a current vulnerable student list.
- Attend internal safeguarding related meetings where appropriate.
- Establish and maintain positive working relationships with relevant agencies, parents/carers, staff and students.
- Maintain up to date, accurate, confidential records and support with the management of electronic systems such as Cpoms.
- Deliver high quality safeguarding related training to staff and students.
- Support with ensuring safeguarding training records are complete for all staff.
- Provide accurate and timely data on safeguarding and child protection incidents and outcomes when required.
- Keep informed on current legislation, statutory and other guidance with regards to safeguarding and child protection, cascading relevant information accordingly.

- Keep informed on current legislation, statutory and other guidance with regards to GDPR, data protection and confidentiality specifically to safeguarding processes.
- Input into the design of safeguarding systems and procedures.
- Attend appropriate safeguarding training to maintain own knowledge on all aspects of safeguarding including DSL training.
- Ensure the timely transition of student child protection files for new starters to and leavers from the academy.
- Support the writing of risk assessments to ensure that specific students are safeguarded and appropriately supported with defined review periods monitored.
- Liaise with academy staff as part of the ongoing monitoring and support for students where there has been a safeguarding concern such as attendance, inclusion, heads of house, etc.
- Demonstrate behaviour that is professional, ethical and responsible.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**



|  | <b>Essential</b>  | <b>Desirable</b>   |
|--|---|--|
| <b>Qualifications / Knowledge / Experience</b> | <p>Level 3 qualification or a minimum of 3 years' experience in a similar role</p> <p>5 GCSE's (Equiv. A* - C) including English and Maths</p> <p>Understanding of current legislator, statutory and other guidance with regards to safeguarding and child protection</p> <p>Experience of working with third party service providers</p> <p>Organised with good attention to detail and experience of managing electronic and paper filing systems</p> <p>Competent in the use of Microsoft Office applications</p> <p>Understanding of safeguarding in a school context</p> | <p>Experience of working in a school or other educational setting</p> <p>Working knowledge of the SIMS Application</p> |
| <b>Skills / Abilities</b>                      | <p>Ability to cope effectively in a busy, demanding role</p> <p>Ability to prioritise tasks, manage time effectively and meet deadlines</p>   |  |

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|------------------------------|---|--|
|                              | <p>Proven ability to maintain confidentiality in all aspects of work</p> <p>Ability to manage stakeholders and third-party service providers</p> <p>Competent in the use of ICT including setting up and management of on-line documents and spreadsheets</p> <p>Proven ability to maintain confidentiality in all aspects of work</p>                        |  |
| <b>Personal Qualities</b>    | <p>Excellent communication skills both oral and written to be able to communicate with stakeholders at all levels</p> <p>Able to provide a high level of customer service to stakeholders</p> <p>Able to adapt to work alone, using own initiative and within a busy diverse team</p> <p>Flexible approach to working hours and positive attitude to work</p> |  |
| <b>Specific Requirements</b> | <p>Full Driving License and access to a vehicle</p> <p>Undertaken Child Protection Training and familiar with current frameworks</p>  | <p>Confidentiality and an awareness of data protection legislation in schools</p> <p>Awareness of safeguarding procedures in schools</p> |