

## Job Description

### Post: Safeguarding / Wellbeing Officer

#### Purpose

To challenge educational and social disadvantage by working with the Wellbeing Team to provide effective intervention and support students to achieve the highest possible standards and prepare our students to lead successful lives.

#### Duties and Responsibilities

- Constantly uphold and promote the values of the academy and Dixons Academies Trust.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.
- Increase the access to education of students through a focus on their emotional, behavioural and mental health needs.
- Work with specific young people either on a one to one basis or in small groups to attempt to engage them more successfully in the learning process, identify barriers to learning and strategies to overcome barriers.
- Liaise with relevant staff and external agencies, as needed, to ensure all students' needs are met.
- Work with relevant staff to assess students' needs and devise strategies to overcome barriers preventing them from achieving their full potential.
- Lead on and be responsible for the monitoring and recording of agreed outcomes with families / students to improve social, emotional and mental health needs, maintain efficient notes and records.
- Operate relevant ICT packages / information systems; for example MS office, including word, Excel and outlook, CPOMS, Bromcom and the Internet.
- Assist the academy to safeguard students through joint working with other agencies, arranging and attending meetings as appropriate.
- Respond to the needs of identified students with a sense of urgency.
- Use a range of intervention strategies, offer practical support and assist students in achieving their full potential such as strategies for coping, building resilience and offering a safe place for discussion to support students and families.
- Liaise with relevant staff to ensure all students' needs are met.
- Supervise students when they have chosen to 'cross the red line' and support them to 'get it right'.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Consistently implement all academy policies; contribute to decision-making and consultation procedures.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***