



<b>Post Title</b>	Safeguarding Officer
<b>School / Organisation</b>	Avanti Grange Secondary School
<b>Location</b>	Bishop's Stortford
<b>Grade</b>	Grade 6, £30,811 - £32,693, per annum, pro rata <i>Approximately</i> £25,999 - £27,587 per annum (0.84383 FTE)
<b>Hours</b>	37.5 hours, 8:00am – 4:00pm Term-time + 2 weeks (39 weeks)
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Designated Safeguarding Lead
<b>Preferred Start Date</b>	1 <sup>st</sup> September 2026

### MAIN PURPOSES OF THE JOB

The Safeguarding Officer will undertake the role of Deputy Designated Safeguarding Lead, holding lead responsibility for the day-to-day operational management of safeguarding and child protection at Avanti Grange Secondary School in accordance with the Child Protection and Safeguarding Policy and Keeping Children Safe in Education.

The Designated Safeguarding Lead (a senior leader) holds strategic oversight of safeguarding and remains the school's principal point of contact on safeguarding matters. The Safeguarding Officer will manage referrals, liaise with external agencies, and provide day-to-day support and guidance to staff on safeguarding concerns, escalating to the Designated Safeguarding Lead as required.

The Safeguarding Officer will act as a high-profile advocate for the safety and wellbeing of all students, working closely with the pastoral team, external agencies, and families to ensure that every child is protected and supported.

### RESPONSIBILITIES OF THE JOB

#### Day-to-day responsibilities

- Be a visible and approachable presence for students, staff and parents to raise safeguarding concerns, in person and by email.
- Review and triage safeguarding concerns on a daily basis, determining appropriate next steps and escalation.
- Maintain oversight of students with a Child in Need or Child Protection plan, checking in regularly with relevant staff and monitoring attendance and engagement.
- Liaise daily with pastoral staff, tutors and Heads of Year on emerging concerns, ensuring safeguarding information is shared appropriately and acted upon.
- Respond promptly to disclosures from students, ensuring appropriate immediate support and accurate recording.
- Assist with risk assessments as appropriate.
- Maintain detailed, accurate and secure written records of concerns and referrals.
- Provide additional pastoral support to Heads of Year as required, including supporting with gathering information for investigations.
- Support the Attendance Officer with complex cases where there is an overlap with safeguarding.
- To assist the Attendance Officer and Heads of Year with home visits as and when needed.



- Provide occasional supervision of students on internal suspension, ensuring appropriate behaviour and engagement with set work.

### **Manage referrals**

- Refer cases of suspected abuse or neglect to local authority children's social care as required, and support staff who make such referrals.
- Refer cases to the Prevent programme where there is a concern relating to radicalisation, and support staff who make such referrals.
- Refer cases where a crime may have been committed to the Police, or as required in line with guidance set out in Keeping Children Safe in Education.
- Manage, advise staff on and refer cases as set out in Keeping Children Safe in Education, where not covered by the above.
- Oversee the school's safeguarding case management system (CPOMS), acting on referrals in a timely fashion and logging follow-up actions as appropriate.
- Coordinate and oversee support when working with a child who has a Child in Need or Child Protection plan in place, ensuring the school is always represented, either in person or by report, where appropriate.

### **Work with others**

- Liaise with the Designated Safeguarding Lead and Head of School to inform them of issues, especially ongoing enquiries under Section 17 and Section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the case manager and designated officers at the local authority for child protection concerns, including all cases which concern a member of staff.
- Liaise with staff, including teachers, support staff, mental health leads and the SENDCo, on matters of safety, safeguarding and welfare, including online and digital safety, ensuring that referral decisions consider the child's needs holistically.
- Act as a source of support, advice and expertise for all staff on safeguarding matters.
- Provide information for multi-agency meetings as requested, and take part in strategy discussions, core group meetings, child protection conferences and professionals meetings.
- Develop effective partnerships with families tailored to individual needs, providing opportunities for parents and carers to engage with the school on safeguarding matters.
- Promote supportive engagement with parents and carers in safeguarding and promoting the welfare of children, including where families are facing challenging circumstances.
- Work with the Designated Safeguarding Lead to ensure the school is aware of children who have, or have had, a social worker, understands their academic progress and attainment, and sets high aspirations for these children even after statutory intervention has ended.

### **Training**

- Undergo training to provide the knowledge and skills required to carry out the Deputy Designated Safeguarding Lead role, updated at least every two years.
- Undertake Prevent awareness training and keep knowledge current and relevant.
- Refresh knowledge and skills at regular intervals, at least annually, to remain up to date with developments relevant to the role, including the assessment process for early help and intervention, and the conduct of child protection case conferences and review conferences.
- Maintain a working knowledge of the specific needs of vulnerable groups, including children in need, those with special educational needs, and young carers.
- Understand and support the school with the requirements of the Prevent duty, providing advice to staff on protecting children from the risk of radicalisation.

### **Raising awareness**

- Ensure the child protection and safeguarding policies are known, understood and used appropriately by all staff.
- Ensure all staff are aware of the requirements set out in Keeping Children Safe in Education and any subsequent updates.
- Make sure staff are aware of training opportunities and the latest local policies on safeguarding.



- Support the Designated Safeguarding Lead with safeguarding training for school staff, including during induction of new staff.
- Ensure all staff are aware of their responsibilities regarding specific types of abuse, including FGM, peer-on-peer abuse, involvement of young people in serious violent crime, and contextual safeguarding.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school puts in place to protect them.
- Support the completion of the annual Section 175 (or equivalent) audit, contributing to the resulting action plan and its implementation.
- Support the briefing of the School Stakeholder Committee on a termly basis, using the agreed format, to raise awareness of safeguarding issues and trends.

### **Child protection files**

- Ensure child protection files are kept up to date, secure, and confidential, with a clear and comprehensive summary of concerns, actions taken, decisions reached and outcomes.
- Where children leave the school, support the Designated Safeguarding Lead in ensuring the child protection file is transferred to the new school as soon as possible, transferred separately from the main pupil file, with secure transit and confirmation of receipt.
- Understand relevant data protection legislation, particularly the Data Protection Act 2018 and UK GDPR, in relation to information sharing both within the school and externally.

### **Availability**

- During term time, be available during school hours for staff to discuss safeguarding concerns, in person, via email, and when off site via mobile phone.
- Arrange adequate and appropriate cover for safeguarding responsibilities during any out-of-hours or out-of-term activities.

### **Wider professional responsibilities**

- Be aware of and act in accordance with the school's child protection and safeguarding policies and procedures at all times.
- Comply with all school and Trust policies and procedures, including those relating to data protection, health and safety, and confidentiality.
- Be aware of responsibilities and expectations outlined in the Code of Conduct Policy and the Whistleblowing Policy.
- Actively engage in the performance review process.
- Uphold and actively promote the ethos and values of the school and Avanti Schools Trust.
- Undertake any other reasonable duties commensurate with the level of responsibility of the post, as directed by the Head of School.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.



<b>PERSON SPECIFICATION</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and training</b>			
1.	Designated Safeguarding Lead training, or willingness to complete upon appointment	✓	
2.	GCSE English and Maths at Grade C / 4 or above, or equivalent	✓	
3.	Relevant qualification in education, child development, social work or a related field		✓
4.	Qualification in counselling, youth work or mental health support		✓
5.	Evidence of continuous professional development	✓	
<b>Experience</b>			
6.	Significant experience working with children or young people, ideally in a school pastoral or safeguarding role	✓	
7.	Experience dealing with safeguarding and child protection concerns	✓	
8.	Experience of working collaboratively with external agencies	✓	
9.	Experience of engaging effectively with parents and carers	✓	
10.	Experience supporting transition between key phases in education		✓
11.	Experience of working within a multi-academy trust context		✓
12.	Experience leading on early help assessments or team around the family meetings		✓
<b>Knowledge and understanding</b>			
13.	Strong understanding of safeguarding policies and procedures	✓	
14.	Good understanding of pastoral care, behaviour management and emotional wellbeing in young people	✓	
15.	Familiarity with statutory guidance, including Keeping Children Safe in Education	✓	
16.	Knowledge of barriers to learning and how to support students in overcoming them	✓	
17.	Understanding of relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR	✓	
<b>Skills and attributes</b>			
18.	Excellent interpersonal and communication skills	✓	
19.	Ability to manage sensitive issues with empathy, discretion and confidentiality	✓	
20.	Ability to remain calm under pressure and manage multiple priorities	✓	



21.	Strong organisational skills and the ability to maintain accurate records	✓	
22.	Ability to lead meetings, contribute to strategy discussions, and work effectively with external agencies	✓	
23.	Proactive, approachable and solution-focused	✓	
24.	Committed to building positive relationships with students, staff and families	✓	
<b>Personal qualities</b>			
25.	Passionate advocate for student wellbeing and achievement	✓	
26.	Emotionally resilient and committed to ongoing professional learning	✓	
27.	Committed to safeguarding and promoting the welfare of all students	✓	
28.	High expectations of self and others, with a commitment to the ethos and values of Avanti Schools Trust	✓	

**FURTHER INFORMATION**

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the *Child Protection and Safeguarding Policy* on the Avanti Schools Trust website.