

Job Description

Safeguarding Officer at Beacon View Primary Academy

Start date: September 2022

Hours: Term time + 2 weeks

Salary range: £24,660.00 FTE

Closing Date: 08:00 Mon 23 May 2022

Interviews: Fri 27 May 2022

Purpose of Post

To support the Designated Safeguarding Lead (DSL) with their commitment to safeguarding and child protection. The role will involve day to day coordination and management of cases relating to identified children, attending, and representing the Academy in multi-agency meetings and ensuring that recommendations are effectively implemented to support safety and learning in school. Full training will be provided.

The post holder will be required to provide guidance and expert professional support in all aspects of safeguarding, developing, and implementing effective strategies, policies and procedures working with the Designated Safeguarding Lead to ensure that these reflect best practice. This will include supporting colleagues to ensure safeguarding decisions are made in the best interest of individuals and delivering relevant training to staff where appropriate.

Responsibilities

1. To assist the DSL in facilitating the development of safeguarding and child protection policies, procedures, and guidance for the academy. To receive and coordinate referrals, arranging action and reviewing services for children and families.
2. Assist the DSL in the development and implementation of a strategic and sustainable approach to promoting the safety and wellbeing of children.
3. Maintain, build and develop robust links with external agencies, liaising with the LADO, Children's Services, the Police, Early Help etc
4. Make and follow up referrals and lead in the writing of Early Help Assessments
5. To assist the Vice Principal – Inclusion, with support for the SEND children as needed

6. To work directly with children in need and their families in the community in order 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, including identifying packages of support that may be provided.)
7. To ensure that pupils who are victims of abuse are supported appropriately and sensitively. To provide support and guidance to carers and provide planned interventions as part of agreed plans for children. Ensure that the needs of the service users are regularly reviewed and changes in circumstances and newly identified needs are clearly addressed.
8. Complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and those at risk of significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the school.
9. Plan professional intervention using the appropriate available resources ensuring needs are met through negotiation and consultation with professional colleagues and service users. Promote anti-discriminatory practice. Keep appropriate case records, statistics and information and produce reports as requested in accordance with School policies and procedures.
10. Under the guidance of DSL and Vice Principal – Inclusion, co-ordinate and manage the Looked After Children programme.
11. Promote and maintain up to date working knowledge of safeguarding procedures and legislation, ensuring consistency in approach, policy delivery and deliver Safeguarding training to staff where necessary.
12. Day to day administration required within the role.

General Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

This job description may be amended at any time following discussion between the Headteacher or designated senior member of staff and the member of staff and will be reviewed annually.

Person Specification

Please ensure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	Desirable but not essential
Experience	Working in a highly confidential environment.	Demonstrate experience and understanding of working with/within Children's services/Social Care setting with in depth knowledge of service provision to vulnerable children and their families
	Proven ability to manage own caseload and work under pressure	Knowledge of training others in Child Protection and safeguarding issues.
	Proven ability to respond quickly and appropriately to immediate concerns	
	Experience of maintaining confidentiality	
Qualifications	GCSE Maths and English grade C	A recognised Social Work qualification with SWE (Social Work England) or evidence of equalisation by experience
		A recognised qualification in the following areas: Child and Youth Services, Mental Health, Community work or similar or evidence of qualification by experience
Knowledge & Skills	Knowledge of Safeguarding procedures although full training will be provided	Knowledge of child development and the impact of loss, separation, domestic violence and substance abuse and disability on development
	Clear and effective communication skills, both verbal and written	Experience in completion of high-quality Referral forms for submission to Children Services



Beacon View Primary Academy

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	Ability to sustain appropriate relationships and manage personal and professional boundaries with children and young people in particular.	The potential to work innovatively to initiate new developments that add value to existing practices
	To work co-operatively in the team and in groups. This role is a job share.	
	Enthusiasm for working in partnership with other workers and agencies	
	Commitment to anti-discriminatory practice and equal opportunities	
	Commitment to own professional development	
	Possess a full driving licence and a car available to use in work with business insurance	
	Good organisational and time management skills with the ability to manage work pressure	
	IT literacy and the ability to word process documents and reports	
Other requirements	Ability to travel to meet work commitments in all parts of Portsmouth and surrounding areas	Willingness to adjust working arrangements to suit the changing needs and demands of the school.
		Ability to work flexibly and attend evening and early morning meetings.