

Job Profile

Job Title:	Safeguarding Officer
Grade:	Scale 6
Reports to:	DSL / CP Officer / Vice Principal
Staff Managed:	N/A
Working Time:	36 hours per week (Term Time)

Job Purpose and Content

To liaise with the Senior Leadership Team Member and Designated Safeguarding Lead with safeguarding responsibility and to adhere to all statutory and school policies.

1. Main Duties & Responsibilities

- To implement the Bower Park Academy safeguarding policy and procedures
- Encourage good practice by promoting and championing the safeguarding policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child or young person
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection
- 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
- To ensure the schools' designated safeguarding lead teacher is regularly updated regarding all issues related to the safeguarding of individual children and young people
- To ensure where required, liaise with statutory agencies and ensure they have access to all necessary information
- To initiate and refer children and young people to outside agencies and co-ordinate referrals
- To liaise with school staff in initiating multi-agency referrals for children and young people
- When appropriate, to act as lead professional and coordinate Team Around the Family (TAF) and Early Help (EH) meetings
- To support the care of children and young people where their living arrangements are at risk of breakdown
- To work alongside the Assistant Principal on Personal Development to promote the mental health of young people
- To ensure that children and young people who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Bower Park Academy from planning and intervention meetings are successfully carried out and monitored
- Raise awareness of the safeguarding team roles to parents/carers, adults and children and young people involved in the organisation
- To work in partnership with the SENDCOs, Support and Guidance Managers (SGMs) and school nurse and other health agencies with regard to pupil medical needs
- To arrange, attend and minute the relevant safeguarding meetings – this may be alongside SGM or SLT in the first instance.
- To complete multi agency referrals.
- Alongside the DSL completes safeguarding induction training for new staff.

Accountabilities

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- To maintain confidentiality at all times
- To coordinate and monitor all referrals and recommendations with the school from referrals, develop a register of pupils who are 'At Risk' or have Child protection Plans
- To adhere to the school's policies at all times
- To monitor, collect statistical data for child protection issues (as advised by the Senior Line Link) and report on and evaluate data as appropriate.
- To assist in the development of the range of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide support for pupils and where appropriate:
 - To provide that information to pupils and parents
 - To facilitate access to services for pupils
 - To ensure appropriate provision for relevant pupils
- To complete MARFs – Multi Agency Referral Forms
- To maintain Safeguarding file

Partner Links

- To assist in the development of effective working relationships with local community groups.
- To share information with local agencies, schools, educational authorities and others where appropriate.
- To participate in professional networks, share best practice and attend national and local training as required.

Communication

- To assist and lead Safeguarding Inset Days and other types of training for staff.
- To liaise with parents, carers and external agencies.

General Duties

- To take part in school performance management system, evaluating one's own performance and carry forward a personal development plan.
- To ensure safe and secure working practices and procedures and take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
- To work in accordance with the values, culture, ethos opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- Any other tasks relevant to this role as delegated by the Vice Principal or his delegated line manager.

Notes

- This job description may be subject to review from time to time.
- Bower Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder

may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. The post holder will need to also be flexible with their working hours in order to accommodate meetings that may occur outside schools hours.

- Bower Park Academy is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.

BOWER PARK ACADEMY

Safeguarding Officer Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team OR	✓		
Ability to work to agreed specifications and deadlines	✓		Application and interview
ICT skills to support management, administration and organisation	✓		Application
Effective oral and written communication skills across a range of audiences	✓		Application and interview
Effective professional mentoring skills	✓		Application and interview
The ability to manage conflict and difference: negotiating skills	✓		Application and interview
The interpersonal skills to relate effectively to a diverse range of young people, adults and working partners	✓		Application and interview
The ability to deploy a range of strategies and techniques to maximise learning opportunities	✓		Application and interview
Knowledge			
A detailed understanding of child protection frameworks and how to assess and manage intervention	✓		Application and interview
The range of support services and facilities available to young people and how to access them	✓		Application and interview
Health and safety policy and procedures, how to carry out risk assessments and ensure safe and secure working practices	✓		Application and interview
Equalities and inclusion policies and how these are implemented in children's services	✓		Application and interview
Qualifications and Experience			
GCSE grade 'C' (or equivalent) or above in English and Mathematics	✓		Application
5 year minimum experience working with children and young people	✓		Application
NVQ4 in Learning, Development and Support Services or equivalent qualification		✓	Application
Demonstrable evidence of continuing professional development	✓		Application
Relevant Child Protection Experience	✓		Application