
Job Description for Safeguarding Officer (Deputy Designated Safeguarding Lead (DDSL))

Responsible to: Designated Safeguarding Lead
Based at: Wingfield Academy
Paid on: Band G of the School Support Staff Spine

OVERALL PURPOSE OF THE POST

As part of the Safeguarding Team, work with a case load of students to provide appropriate support.

MAIN DUTIES

- Work to support a case load of students identified as requiring safeguarding support (either through a disclosure or prior information), to include making appropriate referrals to other support agencies and updating appropriate IT/data systems with relevant information.
- Identify and deliver appropriate interventions with the safeguarding cohort ie, voice of child.
- Act as the Deputy Designated Safeguarding Lead and as one of the primary points of contact for staff who have concerns about students, following the Academy's/Trust's Safeguarding Policy and procedures at all times and reporting to the DSL.
- Take a lead on the Academy's approach to anti-bullying including the maintaining, implementation and monitoring of Academy policy and processes.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- Attend and participate in multi-agency meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- Ensure that relevant, detailed and accurate electronic records of referrals/concerns/meetings are kept and updated on a regular basis.
- Liaise with feeder schools under the direction of the DSL to obtain safeguarding information on new students and upload relevant information onto appropriate systems. Meet identified students promptly to provide any appropriate support and ensure a smooth transition to the Academy.
- Ensure direct support is offered to young carers, liaising with teaching staff and external organisations where necessary.
- Undertake additional training and development relevant to the post to meet statutory obligations and to be able to fully support the Academy's and students' needs.
- Operate to the highest standards and have due regard for confidentiality where required.
- Attend regular meetings as relevant to the post.
- Contribute to safeguarding training for staff as appropriate
- Help to create training resources for safeguarding to be used by the staff and the students.
- Provide additional assistance, as part of the Support Staff, in other areas of Academy as required.
- Assist the DSL in ensuring the Academy's safeguarding, well-being and support website pages are updated on a regular basis.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

- Support with the organisation of the Academy's Equality and Diversity initiatives alongside other colleagues where appropriate such as contributing to the organisation of E&D events during the year.
- Lead and co-ordinate regular meetings to capture student voice including the student LGBTQ+ community.
- To deputise for the DSL in respect of police investigations or investigations under section 17/47 of the Children Act 1989 which involve the Academy. To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for Safeguarding Officer (Deputy Designated Safeguarding Lead (DDSL))

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Evidence of recent experience of working within the field of Safeguarding* • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality. • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns. • Awareness of local and national agencies that provide support for young people and their families. 	<ul style="list-style-type: none"> • To have a knowledge and understanding of safeguarding in relation to the education sector. • Previous experience of working in an educational setting.
Education and Training	<ul style="list-style-type: none"> • Good standard of education. • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies* • Has successfully undertaken appropriate statutory Child Protection Training (Level 2)* • Willingness to undertake further training relevant to the post. 	<ul style="list-style-type: none"> • Degree level qualification. • Evidence of relevant training and/or qualifications. • Has a successfully undertaken Child Protection Training at Level 3, (Designated Safeguarding Lead). • First aid training or willingness to undertake.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Commitment to student welfare and achievement. • Good listening skills. • Ability to work with others on difficult/delicate/sensitive subjects. • Ability to motivate others. • Customer service/care approach. • Good time management skills. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • To be able to demonstrate an understanding, awareness and empathy for the needs of the students within the academy and how these could be met. • Passion for the role and improving learner life chances. 	

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	<ul style="list-style-type: none"> • Confidence in working with students within 11-16 age range. • Ability to work independently or as part of a team. • Good communication skills. 	
Additional Factors	<ul style="list-style-type: none"> • Enthusiasm and commitment for the post. • An interest in working in the education sector. • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to equal opportunities and safeguarding. • Commitment to continuous improvement and willingness to learn from experience and practice in this academy and others. • A supportive and empathetic approach to students and the ability to relate well to staff. 	

**Not required if applying for the role as a development opportunity.*

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