

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>SAFEGUARDING OFFICER</b>
<b>Grade:</b>	<b>7</b>
<b>Salary:</b>	<b>SPC 24 – SCP 28</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Deputy Headteacher – Behaviour and Attitudes, Personal Development and Safeguarding</b>

### **Statement of Purpose**

- To support the Deputy Headteacher (Behaviour and Attitudes, PD and Safeguarding) in all aspects of safeguarding and student welfare across the Academy.
- To support the Deputy Headteacher in multi-agency work for students as required.
- To ensure that the safeguarding and student services provision in the Academy meets the needs of students and parents and that it enables students to achieve consistently strong outcomes.
- To be an active member of the Pastoral Team in the Academy.
- To monitor and provide intervention with the attendance and curriculum of key vulnerable groups of students across the Academy, particularly at Key Stage 4.

### **Key responsibilities:**

- To identify safeguarding and welfare needs early through the process of 'three houses' then to ensure the student receives the appropriate support and provision in school so that they can make good progress.
- To support the Early-Help process across the Academy, being relentless in the drive to secure these as needed
- To be an active member of the Pastoral team, attending meetings, presenting information and producing reports as required
- Working closely with the Deputy Headteacher (Behaviour and Attitudes, PD and Safeguarding) to ensure good communication regarding safeguarding issues and that these are shared appropriately
- To lead on Child Protection and Child in Need cases, attend meetings and produce detailed reports as required. To regularly check attendance/progress of identified students to enable them to achieve consistently strong outcomes
- To lead on and manage with the Deputy Headteacher (Behaviour and Attitudes, PD and Safeguarding) in-school support from external agencies, specifically COBS, True Project, ACT and Work & Learn

- To identify and support Young Carers within Foundation Academy and liaise with relevant agencies as appropriate
- To provide daily duties as directed by Leadership in the academy.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

**Person Specification**

<b>Minimum Criteria for Two Ticks *</b>	<b>Criteria</b>	<b>Measured by  APP/I/ASS</b>
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Knowledge of safeguarding, including risks, staff training requirements, processes, multi-agency work</li> <li>• To have a good working knowledge of safeguarding in an educational setting and to ensure that recent developments and changes in safeguarding practice are reflected in the Academy's policies and procedures.</li> <li>• Counselling and/or mentoring experience</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Level 3 DSL and updates as required</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Understanding of safeguarding and welfare issues, and good knowledge of issues which may be followed through from primary school</li> <li>• Clear understanding of how to remove barriers for students to enable them to thrive at school</li> <li>• The ability to work as part of a large team of staff and provide support where needed</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> </ul>	APP / I

	<ul style="list-style-type: none"> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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#### MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**JC 28/04/2022**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET