



**The de Ferrers Trust**

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background



Post title: Safeguarding Officer  
Grade: Grade 6  
Accountable to: Designated Safeguarding Lead

## ROLE OVERVIEW:

To work under the direction and guidance of senior staff with responsibility for safeguarding for the day-to-day coordination and management of safeguarding and looked after children. To liaise with relevant parties both internally and externally.

## KEY ACCOUNTABILITIES:

### Safeguarding

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- To support the DSL as a DDSL and Safeguarding Team in the day-to-day co-ordination of Academy Safeguarding
- To support the DSL in the ongoing review of Academy policy and best-practice
- To provide advice, support and guidance where staff report a concern as required
- To ensure that all referral documentation is completed correctly, assigned to the appropriate organisation and followed up where required
- To support the DSL in ensuring all referrals are stored appropriately and securely
- To receive information from external agencies and update the Academy's data where necessary
- To meet with external agencies as directed by the DSL and as necessary to ensure that Academy information regarding external support is up to date and advise DSL/DDSLs as required
- To support the DSL in providing anonymised Safeguarding data for the Key Performance Indicator (KPI) document received by the Local Governing Body (LGB) each half term
- To support the DSL by contributing to the Safeguarding induction training for new employees of the Academy
- To support the DSL by contributing to the regular Safeguarding training of Academy staff in line with Keeping Children Safe in Education.
- To contribute to the development of the system for identifying early help.
- To ensure records are accurate and up to date to support the students needs.
- To support designated teacher for looked after children and to ensure all necessary duties are carried out.

### Emotional Health and Wellbeing Support

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- To provide students with Tier 2 Emotional Health and Wellbeing Support by:
- Providing 1:1 sessions
- Delivering bespoke group sessions which target specific needs
- Ensuring that there are referral routes to external agencies as required

## Support to the Academy

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- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Will be aware of, support and ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the Trust.
- Will establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- Will participate in training and other learning activities and performance development as required.
- Will recognise own strengths and areas of expertise and use these to advise and support others.

## In Addition

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- To make suggestions to improve the ongoing effectiveness of non-teaching support.
- To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.
- Holiday leave will be in line with the policy for all support staff. Annual Leave cannot be taken during term time.
- All staff are expected to work in a flexible and versatile manner as directed by their line manager.
- Support the Learning Agenda.
- To take part in a Performance Review System.

## Commitment to Safeguarding Children

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Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understand and support the Trust by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

## Equalities

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- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- To understand and comply with the Equal Opportunities Policy.

## Health and Safety

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- To ensure a work environment that protects peoples' health and safety and that promotes welfare, and which is in accordance with the Trust's Health and Safety policy.
- To comply with the requirements of Health and Safety, or relevant legislation and Academy/Trust documentation.

## Corporate Responsibilities

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- To assist with student needs as appropriate during the school day.
- To show support for and uphold our ethos, value, all policies and procedures.
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To support the induction of new staff, students and apprentices.
- To communicate effectively and professionally, both orally and in writing.
- To make a positive contribution to the wider life and ethos of the school.
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

## Notes

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- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document.
- b) The detail of the duties will be determined following consultation with the post holder.
- c) The Trust operates a no smoking policy on campus.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## Special Features

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- The postholder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive.
- Be a professional role model, and understand and promote the aims and values of the Trust.



## PERSON SPECIFICATIONS: SAFEGUARDING OFFICER

Education & Qualifications	Essential	Desirable
Degree in an appropriate area or experience in a relevant discipline.	✓	
<b>Experience</b>		
A minimum of 3 years' experience of working with students with emotional issues that are a barrier to learning.	✓	
Experience of working with pupils demonstrating challenging behaviours.	✓	
<b>Knowledge &amp; Skills</b>		
Ability to work effectively with, relate to and earn the trust of young people, families and carers.	✓	
Ability to work effectively with, relate to and earn the trust of academy staff.	✓	
Able to maintain confidentiality.	✓	
The ability to identify the challenges and barriers that many young people experience and to engage in strategies to help them to overcome these.	✓	
An active listener.	✓	
A team player.	✓	
An ability to negotiate and plan individual goals.	✓	
Good communicator with adults and young people, both verbally and in writing.	✓	
Good time management skills.	✓	
Able to work under pressure and to meet deadlines.	✓	
<b>Personal Attributes</b>		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	

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.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
<b>Commitment</b>		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
<b>Other</b>		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
<p><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> <li><i>• Motivation to work with children and young people.</i></li> <li><i>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i></li> <li><i>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i></li> </ul>		



## KEEPING CHILDREN SAFE IN EDUCATION:

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check in order to satisfy our statutory obligations.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.





## The de Ferrers Trust

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🌐 [www.deferrerstrust.com](http://www.deferrerstrust.com)

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