

Job Description

Job Title	Safeguarding Officer
Pay scale	
Location	Hartley Primary School
Responsible to	Deputy Head
Purpose	<ul style="list-style-type: none"> • To directly support children, families and staff by working alongside the school's overall Designated Safeguarding Lead, liaising with the school's deputy safeguarding leads. • To provide appropriate advice, support and resources to children and families within the school community who are experiencing personal difficulties to help them overcome their challenges and for the children concerned to achieve their best. • To provide appropriate advice, support and resources to school staff in order to enable them to best support children and families within the school community who are experiencing personal difficulties to help them overcome their challenges for the children concerned to achieve their best. • To maintain an overview of the deployment and caseload of the Safeguarding Team, ensuring that component roles work in alignment in meeting all statutory safeguarding requirements and supporting children, families and staff in achieving their best.
Responsibilities	<p><u>CHILD PROTECTION</u></p> <ul style="list-style-type: none"> • Plan, deliver and lead all safeguarding training in school. • Maintain up-to-date records of safeguarding training. • Assessing and offering advice on all safeguarding matters. • First point of contact for all outside agencies in order that they can gather information, arrange appropriate care, resources and benefits. • Overall responsibility in school for managing triage referrals. • First point of contact for all relatives, colleagues and other professionals relating to safeguarding matters. • Ensure accurate records are kept and oversee all report writing (Child Protection, Child/ren in Need, Team Around the Family, Early Help Plans, Personal Education Plans etc.) across the school. • Attending or contributing towards safeguarding conferences and court cases. • Liaising with health professionals to develop and maintain accurate medical records and provision for children. <p><u>LIAISON ACROSS AND BEYOND THE SCHOOL</u></p> <ul style="list-style-type: none"> • Providing information to relevant staff about children and families. • Liaise regularly with the inclusion team and admissions officer to ensure information about and support for newly arrived children and those with identified needs is targeted appropriately. • Work with families throughout the year to ensure they are supported



- Facilitate family events such as transition into school for new Nursery and Reception families, transition to secondary school for Year 6 families, high-profile events throughout the year (e.g. safety on line workshops etc.)
- Offering information and advocacy for vulnerable families (e.g. families with no recourse to public funds, housing issues, parenting skills / capacity etc.)
- Liaise with outside agencies, including other educational settings, the Safer Neighbourhood Team etc. ensuring information is sought or shared in an accurate and timely way so that children can achieve fully.

ADVISORY ROLE ACROSS THE MULTI-ACADEMY TRUST

- Attend the Trust-Wide Safeguarding Working Group and Safeguarding Governors Advisory group providing up-to-date information and advice about safeguarding practices, identifying areas for Trust-Wide development.
- Liaise with the Trust officer for Governance and Compliance ensuring all aspects of compliance related to Safeguarding practice is up-to-date and meeting statutory requirements.

GENERAL DUTIES AND RESPONSIBILITIES

- To comply fully with the staff code of conduct.
- To building trusting relationships with children , families and staff
- To be tactful and have respect for the need for confidentiality to all concerned including members of staff and parents.
- To attend training when appropriate.
- To manage the allocated budget effectively.
- To be flexible to the needs of the school as determined by the Senior Leadership Team.
- Such other duties within the competence of the post holder as required from time to time.

EMPLOYMENT DETAILS, WORKING HOURS AND SALARY

- This is a full-time and permanent position based on a 36 hour per week contract.
- Exact daily working hours to be negotiated on appointment.
- Working hours would be limited to term-time only.

SKILLS, INTERESTS AND QUALITIES REQUIRED

- Excellent communication and people skills.
- The ability to relate to people of all ages and backgrounds.
- A practical, flexible, non-judgemental approach to work.

	<ul style="list-style-type: none"> • Tact, patience and empathy. • An understanding of the needs of different children and families. • The ability to work as part of a team and also use initiative. • The ability to assess situations and take appropriate action. • Resilience in coping with unexpected and difficult situations. • Good time management and organisational skills. • Computer literacy and administrative skills.
Line management responsibilities	
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> • Undertake any training commensurate with the post.



	<ul style="list-style-type: none"> • Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. • Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>
--	---

Person Specification

Attributes	Essential	Desirable	Evidence
-------------------	------------------	------------------	-----------------

Qualifications	<ul style="list-style-type: none"> • Knowledge of the relevant procedures and legal or equivalent frameworks and a demonstrable ability to apply this to practice including safeguarding and child protection, equalities and diversity, special educational needs and disabilities. • To have undertaken appropriate training and keep up with procedure, legislation and developments in professional practice. • Possess and demonstrate commensurate literacy, numeracy, computing and administrative skills. 	<ul style="list-style-type: none"> • Social worker qualification or equivalent. • Registration with Social Work England. • Family Therapist training. 	
Professional Experience and Knowledge	<ul style="list-style-type: none"> • Experience of assessments and childcare planning for children in need and their families. • Experience of successful working in an integrated manner, including teamwork and partnership. • Managing caseload of Child Protection cases. • Direct work with children and their families. • To liaise effectively with other agencies and, where appropriate, to be involved in multi-disciplinary work. <p>Report writing for professional submissions.</p>	<ul style="list-style-type: none"> • Experience within a Children with Disabilities Social Care Team. <p>OR</p> <ul style="list-style-type: none"> • Experience within local authority Children's Services. 	

**Personal
aptitude,
qualities and
skills**

- Skills in written and oral communication, including competency in delivering presentations and training.
- Proven organisational and time management skills, including the ability to balance and prioritise a workload in an environment of unpredictable, and sometimes conflicting, demands.
- To be able to work on own initiative, managing and prioritising own workload under the direction of the Senior Leadership Team.
- To attend Inclusion Team and Senior Leadership Team Meetings and contribute to team developments.
- To prepare statements and reports for conferences and court and represent the school at such meetings.
- To promote equal opportunities and anti-discriminatory practice in all areas of work within and outside the school.



Learning in
Harmony
Trust