Job Description

Job Title:	**Safeguarding Officer**
Location:	**King Edward VII Academy, Kings Lynn**
Closing date:	**12pm on Friday 18th February 2022**

inspiration trust

Job title	**Safeguarding Officer**
Salary Scale	**Band E**
Hours of Work	**Full Time**
Weeks Worked	**Term Time + 2 (40 weeks)**
Responsible to	**Safeguarding Manager**
Location	**King Edward VII Academy, Kings Lynn**

Main purpose of the role

In conjunction with the Safeguarding Manager, ensure highly effective safeguarding practice and policies across the school.

Organisational relationships

Reporting to the Safeguarding Manager
Liaison with Trust staff, external specialists and stakeholders, parents, carers, visitors and volunteers.

Principal accountabilities and responsibilities

Overall	• Ensuring compliance with statutory and OFSTED safeguarding requirements. • Promoting the safety and welfare of children. • Monitoring the effectiveness of safeguarding arrangements, providing advice, support and challenge as appropriate. • Providing support and advice to SLT and designated staff on aspects of safeguarding case work and practice and promoting good practice in safeguarding across the school. • Ensuring alignment of all safeguarding systems and procedures across the school. • Undertaking case work as required. • Attending Children in Need, Child Protection or other safeguarding meetings as required. • Ensuring that safeguarding is part of the Personal, Social, Health and Economic education curriculum and that important curriculum content such as 'PANTS' is delivered at appropriate time intervals. • Liaising effectively with the DSL to ensure that pupil safeguarding needs are addressed as required. • Commiting to embedding equality, diversity and inclusion in all activities.
Lead	• Lead, in conjunction with the Safeguarding, on safeguarding in the schools.

Develop	• Develop the procedures for embedding and evaluating safeguarding Manager practices and policies. • Develop and implement systems, arrangements and training to enable school staff to undertake their statutory responsibilities for safeguarding.
Administration	• Producing reports for Academy Committees and the SLT as required. • Ensuring that systems are in place for receiving and sending safeguarding files for joiners and leavers. • Undertaking regular maintenance of the school safeguarding self assessment, annual safeguarding audits and providing feedback. • Ensuring that safeguarding systems and procedures continue to improve. • Monitoring and tracking safeguarding and multi-agency training for staff at all levels. • Monitoring and maintaining records for safeguarding inductions and training for all staff. • Monitoring and tracking open cases and families of concern by meeting with the DSL regularly. • Ensuring that safeguarding information and procedure is provided to supply staff and a signed record of this kept.
Other	• To undertake any other safeguarding duties as required and directected by the Line Manager.

Employee commitments

All employees will commit to the following key areas:

- The vision, values and key principles of the Trust
- Equality, Diversity and Inclusion
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education

Support the inclusion agenda

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

Person Specification	Essential	Desirable
Qualifications	• Minimum GCSE English and Maths (grade C or above) or equivalent	• Designated Safeguarding Training • Appropriate training for Safer Recruitment and Child Protection (in accordance with current legislation)* • Current Multi agency training* • Current Family Support Process training*
Professional Skills, Experience and Knowledge	• Experience of safeguarding practice and national legislation • Experience of multi-agency working • ICT literate • Good literacy skills • Willing to participate in development and training opportunities • Self-motivated • High level of attention to detail • Good interpersonal skills • High professional standards	• Experience of delivering training

Specifications marked with an * are desirable at the recruitment stage but must be achieved within 3 months of securing a role.

This Job Description may be subject to modification or amendment at any time after consultation with the Post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the Post holder's professional responsibilities and duties.

Signature ……...…… Date ……

Name ……..