

Job Description



Academy	St Peter's Collegiate Academy
Position	Safeguarding Officer
Salary	TST Grade 6, SCP 9-15
Contract	37hrs, term time only, permanent
Responsible to	Inclusion Support Manager

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To provide a complementary service to existing teachers and staff in the academy, addressing the needs of children and families who need help to overcome barriers to learning both inside and outside school in order to achieve their full potential. The Safeguarding Officer will be a named Assistant DSL who will support the Designated Safeguarding Lead and Deputy DSL in carrying out their statutory functions in line with KCSIE.

Support to Student and Staff

- To liaise with other school staff and agencies to identify students at risk of disaffection or lack of parental support.
- To recommend and develop strategies within the school intended to improve the attendance/behaviour of particular students.
- To work with identified children during the school day on a 1:1 or small group basis.

Safeguarding Support

- To have knowledge and appreciation of the range of activities, courses, organisations and individuals that could be drawn upon to provide further support for students.
- To jointly organise, implement, monitor and evaluate projects involving families, to report to the DSL and DDSL on the impact of these.
- To attend Child Protection Case Conferences, Core Groups and other multi-agency meetings for children as required.
- To triage and manage safeguarding referrals from staff via MyConcern;
- To keep up-to-date records, notes or minutes about particular cases in compliance with the GDPR whilst maintaining confidentiality at all times.

Support to Parents and Community

- To develop positive, home-school relationships –acting as a link between home and the academy including making home visits.
- To develop the role with parents and guardians, building good relationships with staff and children and to devise, implement and evaluate individual support plans and small group projects.
- To forge and maintain regular contact with identified families/guardians of children in need of extra support at home and at school and to secure positive family support and involvement.
- To signpost a range of support services to children and families identified as requiring support.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> Experience of working to support children's learning, gained in a relevant environment. Experience of working with pupils demonstrating challenging behaviour. 	Application form / interview
Qualifications/Training <ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE C and above. NVQ 3 for Teaching Assistant (or recognised equivalent qualification). Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc. 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> Excellent interpersonal skills to be able to relate well to a wide range of people. Full working knowledge of relevant policies/codes of practice. In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN, Early Years. Understanding of principles of child development and learning processes and in particular, barriers to learning. Ability to plan effective actions for pupils at risk of underachieving. Ability to self-evaluate learning needs and actively seek learning opportunities. Effective use of ICT to support learning. Use of other equipment technology – video, photocopier. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. 	Application form / interview
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. 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 and blocks 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 service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. 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. 	Application form / interview

Note 1: 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:

- Motivation to work with children and young people.*
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*

- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*