

### Job Description

<b>Post:</b>	<b>Safeguarding Officer/Adviser</b>
<b>Pay Scale:</b>	<b>Grade 9 SCP 34-38</b>
<b>Responsible to:</b>	<b>Head of Safeguarding</b>
<b>Main Location:</b>	<b>STOCCAT Head Office and schools across the trust</b>

### Main Duties

- The Safeguarding Adviser will support the Head of Safeguarding in providing strategic and operational support to ensure consistent high-quality safeguarding practices across the Trust's schools. The postholder will focus on ensuring schools meet statutory requirements and best practice, particularly in relation to Ofsted inspections.
- The Safeguarding Adviser will support the Head of Safeguarding by facilitating communication between schools and driving strategic safeguarding initiatives.
- The Safeguarding Adviser will provide expert guidance, training and support to the Designated Safeguarding Leads, Senior Leaders, and staff across the Trust to ensure children's safety and wellbeing remains a top priority.

#### Key Responsibilities:

- Supporting schools in ensuring safeguarding policies, procedures and practices align with statutory guidance such as KCSIE and Working Together to Safeguard Children.
- To conduct safeguarding audits across Trust schools to identify areas for development and support action planning.
- Provide practice support for Designated Safeguarding Leads (DSL's) and school leaders to ensure safeguarding records, processes, and documentation meet Ofsted expectations.
- Develop and deliver safeguarding briefings and mock inspections to prepare schools for Ofsted visits.
- Ensure staff are confident in demonstrating how safeguarding concerns are reported, managed and, where appropriate, escalated.
- Deliver high-quality safeguarding training to all stakeholders to meet statutory requirements.
- Develop resources and toolkits to support DSL's and other safeguarding staff, to best practice standards.
- Coaching and mentoring DSL's, with a particular emphasis on those new to the role.
- Ensure Trust-wide safeguarding policies reflect the latest statutory guidance and best practice; to develop and implement new Trust-wide policies as appropriate and ensure schools embed policies effectively and that staff understand and adhere to them.

- Advise schools on managing complex safeguarding issues, to include child protection concerns, allegations against staff, and multi-agency working.
- Maintain accurate records of safeguarding support provided to schools and track progress against action plans.
- Support the Head of Safeguarding in preparing reports for the Trust Board, ensuring appropriate oversight of safeguarding performance.
- Assist with the collation of evidence for Ofsted inspections, ensuring clear and accessible records demonstrate safeguarding impact.

### **Professional standards and development**

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.
- Commitment to ongoing professional development and continuous improvement.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Commitment to promoting a culture of safeguarding and well-being across all Trust schools.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Relevant safeguarding qualification (e.g. level 3 or above	Essential	A/I/C
Designated Safeguarding Lead training, or equivalent standard	Essential	A/I/C
Evidence of undertaking other relevant training in safeguarding, child protection and/or mental health	Essential	A/I/C
Honours degree in a relevant subject	Desirable	A/I/C
First aid qualification	Desirable	A/I/C
Knowledge & Experience		
Experience of working as a DSL or in a safeguarding leadership role within a school, academy trust or local authority environment.	Essential	A/I

Experience of delivering safeguarding training to a range of stakeholders	Essential	A/I
Knowledge of Ofsted's Education Inspection Framework and its safeguarding requirements	Essential	A/I
Experience of supporting multiple schools within a Trust or similar (e.g. Local Authority)	Desirable	A/I/
Experience of contributing to Ofsted inspections with a focus on safeguarding	Desirable	A/I
<b>Technical Skills &amp; Ability</b>		
Able to manage complex safeguarding concerns and work with multi-agency partners and other stakeholders	Essential	A/I
Able to support schools writing action plans for pupils, prepare complex safeguarding reports and ensure accurate records are kept	Desirable	A/I
Understanding of the roles and responsibilities of multi-agency partners and other external stakeholders towards vulnerable children	Essential	A/I
Excellent understanding of Microsoft Office, including Word, Excel, Outlook	Essential	A/I
<b>Special working conditions</b>		
Willingness to travel across Trust schools	Essential	A/I
Able to be discreet at all times and a commitment to confidentiality	Essential	A/I
<b>Personal characteristics</b>		
Excellent verbal and written communication skills	Essential	A/I/R
Excellent organizational skills, with the ability to manage multiple priorities and meet deadlines	Essential	A/I/R
Excellent interpersonal skills, able to work as part of a team and use initiative, as appropriate	Essential	A/I/R
Analytical approach with the ability to evaluate safeguarding practices and recommend improvements	Essential	A/I/R
Able to reflect on self and strive for improvement to maintain professional standards	Essential	A/I/R
Strong attention to detail	Essential	A/I/R