



Trinity Academy

Safeguarding Officer

Job description

Job title	Safeguarding Officer
Location	Trinity Academy
Salary	<p>Salary: N20 - N28 37.5 hours (47.6) Term Time Only plus 10 days (times and weeks to be negotiated) FTE £32,597 - £39,152 +£2,000 Actual £30,159 - £36,223 +£2,000</p>
Role Summary	To embrace the mission and values of Trinity Academy, ensuring that every child achieves their absolute best by overseeing the student facing management of Safeguarding.
37.5	37.5 hours Term Time Only plus 2 weeks (times and weeks to be negotiated)
Responsibilities	<p>Safeguarding Duties and Responsibilities</p> <ul style="list-style-type: none"> • Working with the Assistant Head Teacher – Safeguarding (DSL) to manage the Safeguarding of all students. • Management and administration of CPOMS, including: <ul style="list-style-type: none"> ◦ Triage all 'cause for concerns' logged on CPOMS. This includes allocating an appropriate tag/sub-category (e.g. Safeguarding - CSE, Mental Health and Wellbeing, Bullying, etc). ◦ Respond to any 'Immediate Actions' logged on CPOMS, taking necessary action to ensure students are kept safe and alerting the DSL immediately. ◦ Assign actions and alert the relevant staff member and following up with staff to ensure these are actioned in a timely and appropriate fashion. • Run Termly reports to SLT provide data to inform the termly Safeguarding Report, as requested by the DSL. • Process police notifications in line with the guidance. • Be alert to the specific safeguarding needs of students and contribute to safety plans as appropriate.



- Officer the daily 'Safeguarding Huddle' to share key information with year teams, ensure accurate dissemination of safeguarding information to year teams and ensure there are clear actions in place for any outstanding cases at the end of the day.
- Keep accurate records of the Huddle.
- Liaise with the Business Manager to ensure all necessary safeguarding training (DDSL level) is completed and kept up-to-date.
- Ensure all CPOMS cases are closed within an appropriate timescale.
- Officer on the secure and timely transfer of safeguarding files to different settings
- Officer on the provisions for a case load of the most vulnerable students (For example, Children in Need or children subject to a Child Protection plan).

People Management

- Overall responsibility for the day to day operation of Safeguarding.
- Effectively communicate the needs of students to teaching staff.
- Support the DSL in the delivery of a CPD programme to ensure staff understand how best to support Safeguarding.
- Oversight and monitoring of Safeguarding for students within Alternative Learning Provision.
- Appropriately support students who have suffered abuse, sensitively ensuring all agreed actions and interventions are carried out and monitored.
- Work with families and outside agencies to ensure there is awareness and understanding of any contextual safeguarding students.
- Collaborate with the trained Mental Health First Aiders and the Mental Health Officer in school on key projects to improve student mental health and wellbeing.

Resource Management

- Advise Pastoral staff on signposting students to external services and other appropriate safeguarding responses.
- Advise Pastoral staff on safety plans and risk assessments as required.
- Attend and Officer internal meetings as required.
- Assist in carrying out safeguarding audits and self-assessments as required.
- Work with students and families to prevent children suffering, or being at risk of suffering, specific harm.
- Attend Social Care meetings (i.e. Team Around the Family, Child in Need Reviews) where necessary, providing appropriate feedback and information regarding students.
- Respond to urgent request for information from Safeguarding in



	<p>Education Team, Children's Services and the Police.</p> <ul style="list-style-type: none"> Oversee the management of and attendance to any student mental health provisions. <p>Decision Making:</p> <ul style="list-style-type: none"> Refer cases to Social Care as required, demonstrating an understanding of the relevant thresholds for each service. Liaise with Pastoral team (HOP, HOY, PSLs) to ensure the Vulnerable List is maintained. Work closely with Attendance Officer and Family Liaison Officer to identify safeguarding concerns and take appropriate action (home contact, home visits, referrals to external agencies etc). <p>Work Demands</p> <ul style="list-style-type: none"> Complete home visits to support attendance and safeguarding of students. Maintain strict confidentiality at all times. Take part in the Professional Development Process, and attend INSET and PD sessions as required. Work as part of the wider Pastoral team, including conducting duties that ensure safe running of the school (Lincoln Room and On Call, break/lunchtime duties). Undertake other duties as require. <p>Accountability</p> <ul style="list-style-type: none"> You are accountable to and will report to the Assistant Head for Safeguarding. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.
Reporting to	Assistant Head: Safeguarding
Safeguarding	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>



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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would still encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including your application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled
- Ability and willingness to work cooperatively as part of a team
- Respect for the professional expertise of others
- Enthusiastic, perceptive and fair
- Ability to handle information securely and confidentially
- An understanding of the needs and values of different communities, in particular, the different cultures the Academy serves
- Genuine care for all students, especially the disadvantaged and vulnerable

You are likely to have:

- Ability to provide guidance, advice, instruction and support and challenge students and staff
- A personal commitment to quality and excellence that will take the Academy forward
- Unflappable
- Good sense of humour
- An understanding of the needs and values of different communities, in particular the different cultures the Academy serves
- Genuine care for all students, especially the disadvantaged and vulnerable

- Belief in and commitment to the values and vision of Trinity and passion for contributing to realising our mission
- Ability to be managed by others including the Head of Year, using constructive feedback to improve your performance.

You may have:

- Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Good GCSEs in English and Maths

You are likely to have:

- Degree or equivalent
- Relevant further around safeguarding/pastoral care

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of working with young people from diverse backgrounds
- Experience of maintaining and manipulating computerised and/or paper based data/information.
- Experience of liaising with a range of stakeholders to find effective solutions

You are likely to have:

- Experience of safeguarding and pastoral roles in schools.
- Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom.
- Record of excellent practice.
- Respect for the professional expertise of others.

You may have:

- Current successful school experience with a responsibility for student welfare / safeguarding



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- The experience of giving a clear Officer on inclusion and managing learning and student achievement.
- Evidence of innovative and effective learning coordination.
- Experience of using a Management Information System preferably Arbor.
- Record of developing and maintaining good relationships with students and wider school community.
- Knowledge and expertise in how people learn.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.