

# JOB DESCRIPTION AND PERSON SPECIFICATION

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| <b>Job Title</b>  | Safeguarding Officer                                              | <b>Location</b>   | Weavers Academy              |
| <b>Salary</b>     | Scale E, Points 7-11 £27,274 - £29,071 (actual £24,662 - £26,287) | <b>Hours</b>      | 37 hours, 41 weeks           |
| <b>Department</b> | Safeguarding                                                      | <b>Reports To</b> | Designated Safeguarding Lead |

## JOB PURPOSE:

To deliver a responsive safeguarding service that protects student welfare, acting as a first point of contact for concerns, accurately recording information, making referrals, and working with colleagues and external agencies to safeguard students effectively.

## KEY RESPONSIBILITIES AND DUTIES:

### Safeguarding Casework & Support

- Act as a first point of contact for safeguarding and child protection concerns from staff, students, parents, or external agencies.
- Provide timely, appropriate advice and guidance to safeguard students.
- Manage and monitor safeguarding referrals using systems such as CPOMS, ensuring interventions are timely and aligned with statutory guidance including *Keeping Children Safe in Education (KCSIE)*.
- Make timely external referrals to social care, early help teams, and other relevant agencies.
- Maintain accurate, confidential safeguarding records in line with data protection legislation and academy policies.
- Risk-assess safeguarding situations to ensure student safety and develop/support student safety and support plans.
- Complete and coordinate Early Help Assessments (EHAs) and associated plans, working with families and partner agencies to provide early intervention and prevent escalation of concerns.

### Multi-Agency Collaboration

- Liaise with statutory, voluntary, and community agencies, maintaining strong working relationships.
- Attend and contribute to multi-agency meetings such as conferences, core groups, and Child in Need meetings.
- Represent the academy professionally in all external safeguarding communication.

### Internal Collaboration & Support

- Work as a key member of the safeguarding team, supporting the effective day-to-day running of safeguard provision.
- Support the transition of students by liaising with previous or future education providers and attending transition meetings.
- Liaise with pastoral teams, faculties, and wider staff to monitor and support students following safeguarding concerns.
- Work with attendance, pastoral, and safeguarding colleagues to identify and respond to attendance concerns that may indicate safeguarding needs or vulnerabilities.

### Safeguarding Training & Awareness

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- Deliver or contribute to safeguarding training for staff and students.
- Keep up-to-date with current legislation, statutory guidance, and best practice in safeguarding and child protection.
- Undertake mandatory safeguarding and child protection training, maintaining at least Level 3 safeguarding certification.

## Record Keeping, Reporting & Data

- Produce accurate reports, referrals, and documentation as required, ensuring evidence-based case management.
- Collate and monitor safeguarding data for internal and Trust reporting requirements.
- Support audits and contribute to the development of safeguarding systems and processes.

## Other Duties

- Support the involvement and transition of new student cohorts (e.g. Year 7).
- Participate in supervision duties and contribute to maintaining a safe school environment.
- Attend relevant meetings and represent the academy as required.
- Fully comply with all academy policies, including safeguarding, confidentiality, GDPR, and Health & Safety.
- Undertake other reasonable duties within the scope of the role, as directed by senior leaders.

This job description is not exhaustive and will be reviewed annually as part of the performance management process. The post holder may be required to undertake any other reasonable duties as directed by the Director of Education, in line with the evolving needs of the Trust.

| JOB REQUIREMENTS:     |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                         |
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|                       | Essential                                                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                                                                                                               |
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Good general education including GCSE (or equivalent) Maths and English.</li> </ul>                                                                                                                                                | <ul style="list-style-type: none"> <li>• Level 3 Safeguarding qualification or Counselling qualification.</li> <li>• DSL training or willingness to achieve this.</li> <li>• Training in Restorative Practices or relevant safeguarding training programmes.</li> </ul> |
| <b>EXPERIENCE</b>     | <ul style="list-style-type: none"> <li>• Evidence of working with children, young people, and/or families in an education, social care, community, or youth setting.</li> <li>• Experience handling safeguarding and child protection concerns or complex cases.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working in a school setting.</li> <li>• Experience using CPOMS, MyConcern, or similar.</li> </ul>                                                                                                                   |

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|                                        | <ul style="list-style-type: none"> <li>• Experience working collaboratively with external safeguarding agencies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                 |
| <b>KNOWLEDGE AND UNDERSTANDING</b>     | <ul style="list-style-type: none"> <li>• Strong knowledge of safeguarding legislation, statutory guidance (including KCSIE), and child protection procedures.</li> <li>• Understanding of confidentiality, safeguarding thresholds, GDPR, and appropriate information-sharing.</li> <li>• Good knowledge of Working Together to Improve School Attendance guidance and the role of attendance within safeguarding and early intervention.</li> </ul>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Understanding of Health &amp; Safety requirements related to pupil safety.</li> <li>• Awareness of SEND Code of Practice and its safeguarding implications.</li> </ul> |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b>  | <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills suited to multi-agency work.</li> <li>• Ability to build positive, professional relationships with students, staff, parents, and external partners.</li> <li>• High level of organisation, accuracy, and attention to detail.</li> <li>• Ability to handle sensitive information confidentially.</li> <li>• Confident in record keeping, report writing, and using digital systems.</li> </ul>                                                                                                                                     |                                                                                                                                                                                                                 |
| <b>CREATIVE EDUCATION TRUST VALUES</b> | <p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p> |                                                                                                                                                                                                                 |
| <b>EQUAL OPPORTUNITIES</b>             | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                 |
| <b>SAFEGUARDING</b>                    | A thorough understanding of up-to-date safeguarding requirements and best practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                 |

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| <b>OTHER REQUIREMENTS</b> | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. |
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**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**