**Job Description**

**Post Title: Safeguarding Support Assistant**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC 8–14 *£19,474 - £21,724***

**Hours of work: *Full Time, Permanent.***

**Reporting to: DSL/Deputy DSLs**

**Purpose of Role**

This role is for a Safeguarding Support Assistant. The ideal candidate will be able to operate within a dynamic and forward-thinking team who are focused on ensuring the utmost importance is afforded to safeguarding compliance and culture and that child protection measures and actions are securely keeping all children who attend the Academy safe.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities include:

* Support DSL/DDSLs to discharge their safeguarding responsibilities.
* Communicate with Nottinghamshire and Nottingham City Las regarding child protection
* Liaise with social care and other external agencies including The Police, CAMHS, family services and health related education teams
* Support effective communication
* File and process paper copies of CP files -especially during transition Y67
* Work closely with the Non-teaching Deputy DSL
* Take minutes of meetings
* Make accurate child protection records in CPOMS
* Generate reports from child protection database (CPOMS)
* Work with internal HR on aspects of safer recruitment and compliance
* Secure safe transfer of CP files from partner organisations and to transfer exit students’ paper files securely/electronically with receipt confirmation documents which should be stored.
* Record all safeguarding training- group and individual records
* Chase any compliance issues at key moments of year- e.g. Autumn term ‘part 1’ update KCSIE
* Support the Lead of Alternative Provision with safeguarding of children who are on external alternative provision placements.
* Support administration of whole school safeguarding training records.
* Communicate with parents/carers effectively and sensitively as required

**Academic**

* Support pastoral staff in raising achievement for ‘at risk’ vulnerable students, both in terms of their academic progress and their wider personal development

**Pastoral/Disciplinary**

* Liaise with relevant Pastoral staff to oversee smooth pupil transition across years, regarding those with safeguarding concerns
* Support the safeguarding aspects of KS2 KS3 transition programme
* Support the implementation of the Academy attendance strategy concerning those whose attendance might pose a safeguarding concern; especially those who are persistently absent and/or those who are CME (children missing in education)
* Support the implementation of the Academy rewards system.
* Support other staff regarding the welfare of students; follow up incidents; maintain detailed records and student files; attend any relevant meetings which may include child protection meetings
* Attend regular meetings with the Safeguarding Team
* Support the pastoral team to manage and lead a team of tutors meeting with them both formally and informally on a regular basis in order to coordinate their work concerning safety and welfare.

**Other Responsibilities**

* Liaise with the Careers staff in relation to external events and student career progression for children with safeguarding concerns.
* Have an ambitious vision for the Academy and set high standards for quality and performance, demonstrating at all times high expectations and ambition for all students.
* Foster good working relationships with parents/carers, external agencies, and the wider community.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Minimum level 3 standard |  |  |
| GCSE grade C or equivalent in Maths and English |  |  |
| Experience of working with a range of staff in a diverse, complex organisation |  |  |
| Understanding of safeguarding in educational settings |  |  |
| Experience of working in an educational context |  |  |
| Understanding of safeguarding concerns that affect children and families |  |  |
| Experience of working in a role combining administration and face to face interactions |  |  |
| **Knowledge and skills** | | |
| Ability to use management and organisational skills to provide an efficient service |  |  |
| Ability to prioritise time and tasks to meet deadlines |  |  |
| Customer focus with the ability to provide a friendly service |  |  |
| Ability to work independently and use initiative |  |  |
| Hardworking and committed |  |  |
| Passionate about child protection and inclusion. Committed to making a difference for our young people |  |  |
| Calm and patient |  |  |
| A positive outlook- ‘energy giver’ |  |  |
| Confident and able to deal with a range of situations, some of which may be challenging |  |  |
| Ability to ask for help/support when needed |  |  |
| Good team work and interpersonal skills, being able to work and liaise with a large team of staff |  |  |
| Good literacy skills that enable effective written and verbal communication |  |  |
| Ability to work effectively with staff on specific aspects of the role |  |  |
| Ability to use child protection online management software |  |  |
| Computer skills including excel, outlook, word, and use of databases |  |  |
| Ability to use the SIMS database |  |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community |  |  |