

Safeguarding Support Officer – Grade 8

Job purpose

As a Safeguarding Officer you will work alongside and report to the Designated Safeguarding Lead (DSL) within school to deliver key outcomes for children through a range of integrated support and services and to the five outcomes of “Our Kirklees Futures” framework: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing.

In your role you will:

- Support the identification, assessment and planning of interventions for pupils and work collaboratively to achieve the required outcomes.
- Apply a person centred approach when working with pupils and their families to remove barriers to learning and support improved outcomes for pupils.
- Contribute to the development and implementation of policies within school.
- Support the school’s multiagency referral processes.
- Ensure information is accurately recorded and that documentation is safely stored and shared appropriately and securely in accordance with the school’s policy and procedures.
- Liaise with external organisations and agencies adhering to safeguarding best practice principles.

Key areas of responsibility and expectations

- Work alongside and under the guidance of Senior Leaders and in line with the school’s policies, procedures, relevant legislation, and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by Head Teacher.
- Keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Head Teacher, and identifying relevant professional development to improve personal effectiveness.
- Actively support the school’s commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school’s policies and practices. Refer to the school’s website for further information.

Pupil Support

- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national/appropriate curriculum to the best of their ability.
- Contribute to plans, reviews and pupil evaluation by writing reports on individual progress and attend meetings as required.
- Work with colleagues to facilitate effective, two way communications between pupils, parents and teachers.
- Attend and contribute to meetings in respect of individual children and all Safeguarding matters as required.
- Assist pupils who are new to the education system to familiarise themselves to the school's routines.
- Use behaviour management strategies i.e. de-escalation techniques and Team Teach, where necessary to ensure the safety of pupils and others.
- Develop and maintain links between school, parents and the key partners and agencies in support of pupils' learning and wellbeing.
- Track pupil attendance, liaise as required with the Attendance and Pupil Support Officers (APSO), and to prepare any associated documentation.
- Complete documentation for the 'Children Missing from Education Team'.

Home/School and Community Partnerships

- Inform and support parents on educational issues and welfare related issues, e.g. pastoral care, assessments.
- Visit pupils' homes to encourage parental participation in their child's educational development and to disseminate information regarding their child's development.
- Ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community.
- Organise Extra Curricular Activities/Events with the purpose of improving relationships between parents, children and the wider school community.
- In conjunction with the teacher provide one to one support to pupils or working with groups of targeted pupils on pre-planned activities on a short term basis or in particular lessons where there are barriers to learning for pupils.
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and to work with colleagues to facilitate effective, two way communications between pupils, parents and teachers.
- Attend and contribute to duty related meetings as required and to visit pupils' homes to encourage parental participation in their child's development and disseminate information regarding their child's development.
- Ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community.

Safeguarding

- As part of a rolling programme, in conjunction with the Headteacher, develop whole school Safeguarding Policies in line with Kirklees Safeguarding board recommendations and advice.
- Ensure that all safeguarding issues are reported to the designated senior person/Headteacher.
- Regularly review safeguarding files with the Headteacher to determine next steps, level of support or interventions.

- Induct new staff regarding Safeguarding procedures in school and support new staff in the completion of Level 1 Child Protection Online Training.
- Liaise with the designated Governor for Safeguarding.
- Liaise as required with external agencies, including the Duty and Assessment Teams and the Police, and to arrange Multi Agency Support Team (MAST) meetings.
- Liaise with parents regarding all Safeguarding matters and to assist in the dissemination of information and provide advice to parents on all safeguarding matters.
- Ensure that reports and documentation in respect of all Safeguarding matters are completed in a timely manner and maintain the absolute security and confidentiality of all documentation in relation to such matters.
- Liaise with parents and social work colleagues in order to arrange 'contact' for 'looked after children'.
- Involve parents in pre CAF (Common Assessment Framework) meetings and to write CAF reports in order to support any unmet needs of children and/or their family.
- Attend court hearings as and when required.
- Ensure the absolute confidentiality of all documentation relating to Safeguarding and to distribute any new information concerning the Safeguarding of children to relevant parties.
- Maintain up to date contact details for local statutory agencies and service (e.g. Police, Social Services).

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Previous experience of working with children/young people.	Essential
Experience of developing effective strategies to promote positive behaviour and inclusion.	Essential
Experience of developing effective working relationships with a wide range of external agencies.	Essential
Minimum GSCE Grade 4 in English and Maths or able to demonstrate equivalent skills.	Essential
Minimum NVQ Level 3 or equivalent qualification in a relevant subject e.g. Education, Health, Social Care, Youth or another relevant subject.	Essential
Knowledge and understanding of Child Protection and safeguarding Procedures including the statutory processes for identifying and managing risk.	Essential
Knowledge of assessment models and other family support strategies.	Desirable
Understanding of National Curriculum and other learning programmes/strategies.	Essential
Working knowledge of child development and learning.	Essential
Experience of using IT systems and appropriate technology to produce accurate recording and management information.	Essential
Understanding of the role of other agencies who work with children and families.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Commitment to ongoing personal training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

The following criteria's may involve written exercises, group discussions, presentations, interview, practical tasks, etc., will be tested after the initial shortlisting and during the recruitment process.

1.	Ability to recognise and respond to early signs of abuse and neglect in vulnerable children.
2.	Ability to analyse and interpret information, and share data and information in a safeguarding context.
3.	Ability to apply different communication styles and approaches to meet the needs of individual pupil's.
4.	Understanding of Child Protection, safeguarding policies and procedures including when to escalate cases to senior staff.
5.	Ability to establish positive relationships with children and families to enable them to take an active part in the school process.
6.	Ability to collate and use data to create reports to inform meetings, processes and audits.
7.	Ability to work within the wider team and independently, prioritise work and respond to tight deadlines.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	63180
Job ID	63180	Last Updated	Jan 2025

Contractual Variants

DBS Category	Children's Workforce	DBS Type	Enhanced + Child Barred list
Health Check	Yes	Other	
Checked by HR	Yes		