



## Northern Education Trust – Job Description

<b>Job Title:</b>	Safeguarding and Wellbeing Officer	<b>JE Reference:</b>	JE008
<b>Base:</b>	Academy		
<b>Reports to:</b>	Deep Support Lead	<b>Grade:</b>	Grade 6 SCP 23 – SCP 25
<b>Service responsibility:</b>		<b>Salary:</b>	£33,367.00 - £35,235.00 (FTE, Salary to be pro rata), £30,991.24 - £32,727.22 pro rata salary.
<b>Additional:</b>	Some travel may be required.	<b>Term:</b>	37 hours, 41 weeks

### JOB PURPOSE

- To support the development of safeguarding and child protection policies, training and procedures and guidance for the Academy
- To assist in the coordination of referrals, arranging action and reviewing service for students and families

### JOB SUMMARY

1. Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of students and support vulnerable families
2. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of students
3. To work with other staff to secure good outcomes for vulnerable students and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium students

### RESPONSIBILITIES:

1. To implement child protection policy and procedures
2. Encourage good practice by promoting and championing the child protection policy and procedures
3. Respond appropriately to disclosures or concerns which related to the well-being of a student
4. To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required
5. To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents / carers and their children in order to prevent children becoming looked after and / or suffering significant harm
6. Where required, liaise with statutory agencies and ensure they have access to all necessary information
7. To initiate and refer students to outside agencies and co-ordinate referrals

8. To liaise with academy staff in initiating multi-agency referrals for students
9. When appropriate, to act as lead professional and coordinate multi-agency meetings, for example, Team Around the Child meetings
10. To arrange and lead meetings with parents/carers both on site and at the students home address.
11. Where necessary, undertake truancy sweeps, collecting students from home to attend the academy.
12. To maintain appropriate
13. To support the care of children where their arrangements are at risk of breakdown
14. To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out and monitored
15. To collate and produce statistical information with regards to safeguarding and student groups
16. To work with identified pupil premium groups and their families to narrow the attainment gap
17. To plan and assist on safeguarding training within the academy
18. Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours
19. Plan and complete professional assessments of need and risk in respect of parents and carers using the using relevant procedures for children in need and significant harm. Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children on need within the academy
20. To maintain confidentiality at all times
21. To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the academy
22. From referrals, develop a register of students who are 'At Risk' or have child protection plans

### **GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

### **Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

### **General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....