



Job Description

Trust Safeguarding Officer

Responsible to: TBC	Grade:
Hours: 37 per week	Duration: Permanent. Term Time Only
Main Location: Across the Faringdon Academy of Schools	

Context: To support the Trust with its commitment to safeguarding and child protection across its Trust Schools. The role will involve day to day coordination and management of cases relating to identified children, attending, and representing the Trust in multi-agency meetings, and ensuring that recommendations are effectively implemented to support safety and learning in school. The post holder will be required to provide leadership and expert professional advice in all aspects of safeguarding, developing and implementing effective strategies, policies and procedures that reflect best practice. This will include supporting colleagues to ensure safeguarding decisions are made in the best interests of individuals, and delivering relevant training to staff.

Organisation:

- Liaise with Trust Head teachers, Designated Safeguarding Leads, and Pastoral Leads in schools to ensure a joined up approach to safeguarding across the Trust.
- Provide expert advice to senior staff concerning safeguarding issues/arrangements on an ongoing regular basis, in addition to times of emergency.
- Create, develop, implement and advise upon a strategic and sustainable Academy approach to promoting the safety and wellbeing of children within our Academy Schools.
- Build and develop robust links with external agencies, liaising with the LADO, Children's Services, the Police, Early Help etc.
- Work with Heads / DSLs and pastoral leads to complete EHAs, where necessary, on the school's behalf and create a plan of bespoke support for children and families, advising and signposting to relevant agencies and services, according to the needs identified.

Managing Self and Personal Skills:

- Manages resources, offering advice and solutions that strive for the best possible child centred outcomes.
- Engages in dialogue with other professionals to reflect upon own personal and professional learning.
- Develops public and voluntary sector professional communities and multi-agency networks through ongoing collaboration and the sharing of best practice.
- Maintains and demonstrates professional competence and values, acting in line with responsibilities to safeguard children and promote their education.

¹ Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at <https://faringdonlearningtrust.org/>

- Maintains and demonstrates significant CPD with up to date relevant knowledge of key safeguarding issues including CSE (Child Sexual Exploitation), Radicalisation, and Mental Health.
- Be aware of personal safety and well being, communicating clearly around lone working and home visits as per Trust policies.

Responsibilities:

- Maintain an overview of children and families at different schools whom are being supported by External Agencies.
- On behalf of the Trust schools, be the main point of contact with children's services and outside agencies e.g. LCSS, police, MASH, LADO, GPs, CAMHS.
- Lead school TAFs where appropriate and represent schools at core group and child protection conferences when required, ensuring a comprehensive and up to date knowledge of cases are presented.
- Support Head teachers and DSLs in taking responsibility for child protection issues.
- Promote and maintain up to date working knowledge of safeguarding procedures and legislation, ensuring consistency in approach / policy delivery across the Academy.
- Develop and deliver training for pastoral leads, teachers, Head teachers, and school Governors around aspects of children's services interventions.
- Offer continuing support to children whom are on child protection plans and families in need of additional support as identified by EHAs.
- Make and follow up referrals.
- Consult with, and advise Trust staff and governors on current policy and procedures relating to safeguarding, child protection, and looked after children.
- Complete Safeguarding Healthchecks across the Trust Schools on a bi-annual basis and develop live actions plans to support development of excellence in practice
- Hold 3 x termly Safeguarding Governor/School Reviews in line with the 'Role of the Safeguarding Governor/Trustee' document and provide evidence of reviews
- Lead on the Trust's Mental Health Policy for pupils
- Create and share Trust Safeguarding & Pastoral Newsletter for all staff each short term to cover key topics to support continuous awareness of Safeguarding topics
- Create and share Mental Health & Wellbeing Newsletters for parents & families in terms 2, 4 & 6
- Provide Case Supervision and individual Supervision to DSL's to meet the OFSTED requirements
- Line Manage the Family Link Worker and provide monthly Supervision and support

The above list is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Qualifications and Experience

Experience	
Demonstrable experience and understanding of working with/within Children's Services/Social Care settings with in depth knowledge of service provision to vulnerable children and their families.	E
Demonstrable experience of working directly with, or in an Education setting	D
Proven ability to manage own caseload and work under pressure	E
Proven ability to respond quickly and appropriately to immediate concerns	E

Experience of multi-agency working – building and developing links with partner agencies and demonstrating engagement with suitable networks and professional bodies	E
Experience of managing staff and offering supervision to others	D
Experience of maintaining confidentiality	E
Qualifications & Training	
A recognised Social Work qualification with HCPC registration or evidence of qualification by experience.	D
A recognised Education qualification with QTS or evidence of qualification by experience.	D
A recognised qualification in the following areas Child and Youth Services, Mental Health, Community work or Similar; or evidence of qualification by experience	D
Evidence of relevant and continuous professional development such as Level 3 Safeguarding.	D
GCSE Maths and English Grade C or above	E
Knowledge & Skills	
Be efficient and highly responsive to changing circumstances	E
Be emotionally robust with resilience to handle significant casework, often with difficult and sensitive cases	E
Be adaptable and quick to learn	E
Accept responsibility for decision making	E
Ability to listen, and communicate sensitively with a wide range of audiences – e.g. professionals, parents, children	E
In depth knowledge of safeguarding issues and procedures, with a proven track record in the management of safeguarding cases.	E
Excellent organisational skills including ability to prioritise and meet deadlines	E
Ability to lead, manage, and reflect on the success of initiative's to deliver a successful conclusion	E
Experience of collating and recording highly sensitive and confidential information	E