



Taunton Deane
Partnership College

Taunton Deane Partnership College
Holway Centre
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Taunton
TA1 2JD
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Taunton Deane Partnership College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Job Title:	Welfare & Safeguarding Officer
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Reports To:	Attendance & Welfare Lead
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Main Purpose of Job: *Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.*

- To support the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) in the delivery and administration of an effective safeguarding service on a day-to-day basis across all TDPC sites.
- To support and liaise with the Attendance & Welfare Lead to ensure that the TDPC Attendance Strategy is realised for all students.

Main Responsibilities and Duties: *What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.*

Safeguarding:

- To be committed to the safeguarding and promotion of safeguarding to students and staff.
- To have responsibility for all administration processes related to the safeguarding of students, including transfer of safeguarding information and files from/to other schools, and maintaining records in MyConcern.
- To support the DSL with the completion of Early Help Assessments (EHAs) and other referral processes.
- Under the guidance of the DSL, to make timely external referrals and seek guidance from a range of agencies, including Children’s Social Care and Local Authority Designated Officer, in order to appropriately safeguard and support students.
- Where requested by the DSL/Headteacher, to attend a range of external meetings - including child protection conferences, core groups, child in need meetings, team around the family meetings.
- To attend weekly internal safeguarding related meetings.
- To maintain up to date, accurate, confidential records.
- To provide, collate and monitor regular, accurate and timely data on safeguarding and child protection incidents and outcomes.
- To input into the design of safeguarding systems, policies and procedures.
- To attend regular safeguarding training, to include training to the same level as DSL.
- To keep informed of current legislation, statutory and other guidance with regards to safeguarding and child protection, cascading the information accordingly to leaders and other staff.
- To support the development and monitoring of student awareness of safeguarding and child protection.
- To establish and maintain positive and professional relationships with students, parents/carers, colleagues and others as part of duties, which may include directing working with students and parents/carers and other colleagues to ensure TDPC’s safeguarding responsibilities are met.

- Any other duties commensurate with the grade as appropriate.

Welfare:

- Work with the Attendance & Welfare Lead to promote strategies for improving attendance with students and families.
- Make contact with students' parents in response to attendance concerns and complete welfare home visits as required.
- Lead and attend TAC/TAF meetings in school as required.
- Working with the Attendance & Welfare Lead, develop targeted procedures to support students with lower attendance to attend school.
- Lead and attend attendance review meetings as required.
- Support and implement whole school initiatives to improve attendance.
- Run targeted interventions, including EBSA (Emotional Based School Avoidance) as required.
- Ensure that the wellbeing of students who are struggling with attendance is supported, including using restorative approaches with students as needed.
- 1:1 interventions with young people around a range of pastoral topics, including – but not limited to supporting students' mental health.
- Supporting needs of students throughout their journey at TDPC from arrival to onward transition.
- Support students to transition to their next steps as required.
- Support in The Hub at the Holway Centre as required.

Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

TDPC:

- is one of 4 PRUs in Somerset commissioned by the local authority and registered with the DfE;
- is governed by a Management Committee;
- works with a community of 6 secondary schools and over 50 primary schools;
- provides a service each year to a maximum of 75 on roll students and to a further group of off roll students (<75);
- employs approx. 60 staff with a budget of approx. £1.75m;

The post holder is required to work with students displaying social, emotional and mental health needs in a wide range of settings and will therefore need to prioritise their workload and have excellent time management skills.

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

The post holder is expected to be innovative and creative in their approach to working with students and to be an effective problem solver.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

The post holder will have autonomy in planning of work; following deadlines set by either the DSL or Attendance & Welfare Lead, and as determined by others e.g. meetings to attend, referral deadlines.

Additional Information:

TDPC is a split-site school and the postholder must be able to travel between sites, and to the homes of students, as required.

TDPC is deemed mainstream and inspected as a Mainstream Alternative Provision School.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact e.g., providing information or advice, directing, monitoring, influencing, motivating.

The post holder will have:

- daily contact with the SLT and other staff within the Centre, for the purpose of receiving direction and sharing information;
- regular contact with other staff within TDPC to share information and develop services;
- regular contact with staff from other agencies for the purpose of sharing information.
- regular contact with staff in mainstream schools for the purpose of supporting students who are on roll of the school but being supported by the Centre.
- regular contact with Health Service professionals and other agencies involved with supporting and assessing students' progress.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:	Date:
Signature:	Date:
Line Manager:	Date:
Signature	Date: