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| Safeguarding Officer job description |
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| **Post:** | Safeguarding Officer |
| **Salary / Grade**  | SO1 Spine Point 29 – 31 |
| **Hours** | 35 hours per week term-time only |
| **Responsible to:** | Safeguarding Lead |

**Key responsibilities**

# **Safeguarding / Child Protection**

* Act as named Safeguarding Officer.
* Liaison with social services, including follow up of all referrals and attending strategy meetings, core group meetings, child protection conferences and professionals meetings.
* Responsible for maintaining the child protection paper files.
* Liaison with Education Welfare Officer, Pastoral Managers and Achievement leaders regarding attendance and other issues of concern.

# **Looked After Children**

* Responsibility for looked after children, including individual meetings, liaison with foster carers, social workers and the reach team.
* Attending LAC reviews where appropriate.
* Arranging Personal Education Plans and monitoring the progress of all LAC.
* Responsible for monitoring the register of looked after children.
* Responsible for informing teaching staff of the needs of looked after children.

# **External Support Agencies**

* Liaison with and referrals to CAMHS in conjunction with pastoral staff and the senior leadership team.
* Managing referrals to other outside agencies such as counselling services, youth advice centres and refugee therapy centre, IYPDAS, teenage pregnancy service, Coram Parenting Service, and Think Family.
* Liaise with the school medical services regarding referrals made.

# **Students and Families**

* Individual counselling and work with students and families referred by pastoral staff and the senior leadership team.
* The organisation and training of the peer mentors and line management of member of staff responsible for day to day running of peer mentoring scheme.
* Attend relevant year and senior leadership team/head of year group meetings.
* Attend team around the child/family meetings.

# **Support and Standards**

* Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
* Respond to and take steps to resolve relationship issues between students.
* Provide general student support e.g. lost items, upsets.
* Monitor attendance - Use MIS to inform parents/carers.
* Ensure high standard of uniform.
* Follow up attendance matters, including for agreed target students and contact or meet with parents/carers.
* Collect and collate statements relating to incidents, following up directly when appropriate.
* Contribute to Pastoral Support Plans.
* Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
* Liaise with external agencies.
* Contribute to academic meetings relating to the pastoral manager’s year groups as requested.

# **Communication**

* Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff for action.
* Ensure contact is made to parents/carers whenever incidents are dealt with by self or when delegated to contact by others.
* Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.
* Arrange for work to be set and collected for exclusion and other student absence.
* Seek reports on student progress from staff.
* Arrange parental meetings as necessary.
* Ensure systems letters e.g. uniform, equipment are sent and logged.
1. **Evaluation**
* Monitor levels of bullying and implement policies and strategies to combat it.
* Produce reports on levels of incidents dealt with and other issues relevant to the post.
* Engage actively in the performance review and development process, including undertaking the role of appraiser for identified staff.
1. **General**
* Actively interact with year group in relevant lunch time.
* Assist with on call duties if appropriate.
* To assist in break/lunch detention supervision if required.
* Contribute to school development through identified communication and consultation channels.
* To respect the confidential nature of information relating to the school and its students.
* Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description
1. **Safeguarding and Promoting the Welfare of Children**
* Have knowledge of, and adhere to, safeguarding policies and procedures.
* Ensure a safe and supportive academy culture.
* Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
* Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
* Ensure equality of opportunity for all staff to facilitate their continuing professional development.
* Be aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and statutory guidance Keeping Children Safe in Education 2016 in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the City of London Academies Trust to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Date of issue: ………………………………………..

Signature of post holder: ………………………………………..

Signature of Chair of Governors: ………………………………………..

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| Person specification |
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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Graduate degree or equivalent | **✓** |  |
| Be able to demonstrate a willingness to attend appropriate training and development | **✓** |  |
| Evidence of continuing professional development |  | **✓** |
| **Experience and skills** |  |  |
| Good listening, oral and literacy skills | **✓** |  |
| Writing agendas and accurate concise minutes | **✓** |  |
| High levels of computer literacy | **✓** |  |
| Knowledge of school management information systems |  | **✓** |
| Ability to prioritise and work under pressure with varying deadlines | **✓** |  |
| Organise meetings | **✓** |  |
| Record keeping, information retrieval and dissemination of data / documentation | **✓** |  |
| Use of internet to access relevant information | **✓** |  |
| Developing and maintaining contacts with outside agencies e.g. Local authority, DFE, Trust | **✓** |  |
| Knowledge of Data Protection legislation | **✓** |  |
| Relevant personal and professional development | **✓** |  |
| Working in an environment where experience including taking initiative and self-motivation | **✓** |  |
| Working as a member of a team | **✓** |  |
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| **Personal Attributes** |  |  |
| Be able to maintain confidentiality | **✓** |  |
| Be able to remain impartial | **✓** |  |
| Have a flexible approach to working hours | **✓** |  |
| Have a positive attitude to personal development and training | **✓** |  |
| Good interpersonal skills | **✓** |  |
| **Vision and values** |  |  |
| Vision and values aligned with the academy’s high aspirations and high expectations for children, staff and families | **✓** |  |
| Willingness to engage with parents in order to encourage their close involvement in the education of their children | **✓** |  |
| Knowledge of the Academy Strategic Plan and KPIs and the role to be played by the personal assistant to the principal |  | **✓** |
| Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism | **✓** |  |
| A deep commitment to the safeguarding and wellbeing of all students | **✓** |  |
| **Relationships with Stakeholders** |  |  |
| Commitment to working with others to secure the best outcomes for children | **✓** |  |
| Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships |  | **✓** |
| **Work-Related Personal Qualities** |  |  |
| Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards | **✓** |  |
| Demonstrate personal and professional integrity, including modelling values and vision | **✓** |  |
| Commitment to support the aims of the Trust | **✓** |  |
| Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour | **✓** |  |
| Evidence of commitment to and understanding of collective responsibility | **✓** |  |