



Northern Education Trust — Job Description

Job Title:	Safeguarding and Welfare Officer		
Base:	Red House Academy		
Reports to:	Deep Support lead or Inclusion Co-Ordinator	Grade:	SCP 23 - 26
Service responsibility:		Salary:	£21, 268 £23, 398 (FTE)
Additional:	Some travel may be required.	Term:	37 hours per week, 41 weeks per year (actual salary to be pro-rata in line with working 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

Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of students and support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of students. To work with other staff to secure good outcomes for disadvantaged families 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 Team Around the Child meetings.
10. To support the care of children where their arrangements are at risk of breakdown.
 11. 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.
12. To collate and produce statistical information with regards to safeguarding and student groups.
13. To work with identified pupil premium groups and their families to narrow the attainment gap.
14. To plan and assist on safeguarding training within the academy.
15. 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.
16. 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.
17. To maintain confidentiality at all times.
18. 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.
19. From referrals, develop a register of students who are 'At Risk' or have child protection plans.

GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: 'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'.

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. 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.

Signed• _____

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