

**Job description**

**POST TITLE: Child Protection Officer/Designated**

**Looked After Child Lead**

**Responsible to**: Deputy headteacher/Designated Safeguarding Lead

**Salary Scale:** SCP 23-28

**Responsible for:** Looked After, At risk, Vulnerable students

**Main purpose**: To ensure that all Looked After/Vulnerable/At risk students are given appropriate care, guidance and support and are able to access the school curriculum. To ensure the highest levels of confidentiality whilst communicating information to school staff. To keep up-to-date with and adhere to relevant legislation/policies. To be a champion for Looked After Children.

**Contract:** Permanent

**Hours of duty:** 36 hours per week, Term-time contract + 14 additional days (which include INSET days). Flexibility of hours required, there may be times when work is required to be undertaken outside of the working hours stated. Unpaid lunch break of 35 mins each day during the school lunch-time.

Monday 8am – 4pm Tuesday 8am – 3:45pm Wednesday 8:00am – 3:45pm Thursday 8:00am – 3:45pm Friday 8:00am – 3:40pm

**Main Duties and Responsibilities/Accountabilities**

Accountable for ensuring that statutory requirements are met in relation to Looked After Children (LAC) and other vulnerable, at risk students.

Be the first point of contact in school for LAC/Vulnerable students or where there are safeguarding concerns.

Represent the school at meetings and disseminate information as required e.g. Child Protection Conferences/Core Group Sessions/LAC Reviews/Children in Need (CIN) etc.

Arrange and chair meetings as necessary.

Assist with updating the academies policy on Safeguarding and Child Protection (CP) ensuring that all relevant legislation is adhered to.

Provide in-house training for staff on Child Protection and relevant legislation matters.

To take part in the induction of new staff in relation to Child Protection/Safeguarding.

To regularly provide and communicate up-to-date relevant information regarding Child Protection/Safeguarding and relevant legislation/practice/policies to staff at school.

Maintain and update all safeguarding and child protection records, ensuring that accurate information is held.

Assist in devising individual plans to ensure that LAC/Vulnerable/At Risk students reach their full potential in school. Personal Educational Plans (PEP) and LAC reviews.

Contribute to PEP’s ensuring that essential information is up-to-date.

Regularly assess and review the care and welfare of pupils and their personalised learning programmes.

Work collaboratively with other professionals involved in the care of students.

Liaise with outside agencies e.g. Social Services Police etc building good working relationships.

Provide accurate, up-to-date information/reports for Social Services/Court/Police etc.

Ensure that relevant information is shared with staff in school regarding students.

Ensure strict confidentiality at all times when communicating/sharing information.

Track, monitor and evaluate student progress through the progress reporting system and by liaising with curriculum staff and Pupil Progress Coordinators where appropriate.

Identify exceptional achievement or underachievement in order to provide feedback and support for learning and progress.

Liaise with the learning support team regarding support for students with SEN who are LAC/CP/Child in Need (CIN)/Vulnerable.

Monitor their attendance and punctuality to school and lessons. Liaise with the school Inclusion Officer, other relevant staff, parents and EWO on their absences.

Mentor the learning of students, where appropriate.

Provide appropriate counselling, advice and help for students as required in relation to their learning, attendance, punctuality and welfare.

Encourage the development of good social relationships.

Encourage students’ personal development by involvement in sporting, leisure, fund raising and other extra-curricular activities.

Ensure that parents/carers are kept fully informed of their child’s progress when necessary implement any resulting follow up action.

Inform and discuss with parents/carers/student’s barriers to good learning progress in order to best resolve such issues either through telephone contact, meetings of home visits.

Provide half-termly reports on data around CIN and CP students.

Provide a termly report to governors and other stakeholders

To manage the Peer Support Programme and budget associated with the programme.

Coordinate weekly peer mentoring sessions.

To arrange training and school trips for the Peer Support Programme.

To manage Young Carers in school and ensure that they receive appropriate support.

Read and comment on school reports.

Carry out school policy for the induction of new students to the school.

**General**

Be aware of and comply with all Co-op Academy Trust policies and procedures.

Adhere to our school values: Do what matters most; show you care; Be yourself always; succeed together.

Establish constructive relationships and communicate with other staff to support achievement and progress of students.

Set a good example to students and other staff in their presentation and personal conduct.

Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others

Be aware of and support difference and ensure equal opportunities for all.

To safeguard and promote the welfare of all students

**Health & Safety Responsibilities**

All employees have the responsibility:

• To comply with safety rules and procedure laid down in their area of activity

• To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work

• To use protective clothing or equipment as may be provided

• To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware

• To co-operate with the headteacher in the fulfilment of the objectives of the Academy’s Health and Safety policies

**This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.**

Signed: ………………………………………………….. Dated: ……………………………