



Job Description

Job Title: Safeguarding Liaison Officer

Location: Firth Park Academy

Hours of work: 37 hours Term Time (41 weeks)

Grade: Point 19 - 23 £22,027 to £23,981 (Actual salary)

Reports to: Senior Vice Principal

Purpose of the Role:

The role of the Safeguarding Liaison Officer under an agreed system of supervision would take a lead role within the school to ensure the safeguarding of children and support for local families in accessing services.

Main duties and Responsibilities:

Safeguarding Children

- To work with the Senior Vice Principal in ensuring effective procedures for safeguarding children are applied in school and carry out the role of Child Protection Liaison Officer.
- To act as the link between the school and the Family of Schools in ensuring a coherent approach to safeguarding issues.
- Make recommendations to the Senior Vice Principal in devising and managing school procedures and practice including monitoring and evaluation of implementation.
- Have responsibility for ensuring all staff in school have appropriate recruitment checks and record are maintained in accordance with statutory and local procedures including checks on car insurance where appropriate.
- Attend core group meetings on behalf of the school and undertake case management under the supervision of the Senior Vice Principal.
- Develop and maintain relationships with external colleagues in MAST
- Oversee the school attendance monitoring and follow up on issues with external agencies.
- Provide support to children including informal counselling support where appropriate.

Parents and Community

- Develop and maintain relationships with parents and carers to encourage participation in school.

- Manage parental complaints particularly in relation to safeguarding and behaviour issues. Assist other staff with the management of parental complaints and ensure procedures for these are followed.
- Provide support to parents and carers including informal counselling support where required.
- Ensure appropriate arrangements are in place to support parents and children in the smooth transition from primary to secondary school.
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Lunchtime Supervision

- Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of children at lunchtime.
- Manage the lunchtime supervisory staff's CPD ensuring appropriate deployment and training.

Teaching and Learning

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs as required.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Undertake specified work to provide the delivery of PPA time within school.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

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Line Management Responsibilities Where Appropriate

- Manage Lunchtime Support Staff CPD.
- Liaise between managers / teaching staff and pupil support assistants.
- Hold regular team meetings with managed staff
- Represent support staff at teaching staff / management / other appropriate meetings.
- Undertake recruitment / induction / appraisals / training / mentoring for appropriate staff in school.

All the above duties and responsibilities to be carried out in accordance with AET Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal/Head of Education.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
5. The postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Person Specification

Job Title: Safeguarding Liaison Officer

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• NVQ 3 for Teaching Assistants or equivalent qualification or experience	<ul style="list-style-type: none">• Appropriate first aid training
Knowledge/ Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Motivation to work with children and young people.• Good numeracy/ literacy skills• A thorough knowledge of Safeguarding and Keeping Children Safe in Education to enable the postholder and Senior Vice Principal to work together to ensure effective procedures to safeguard children within the school.• Be able to use restorative practice techniques• Experience of managing challenging behaviour• Experience of working with outside agencies• To be able to advise staff members on what strategies are to be used in the classroom• Have the ability to contribute during core group meetings and inclusion team meetings• Excellent communication skills particularly when dealing with emotional / challenging parents• Provide informal counselling support to children and parents who require this• Knowledge of recruitment checks for new staff as per AET requirements.• Ability to line manage support staff CPD	<ul style="list-style-type: none">• Knowledge of using MIS (Progresso)• Safer Recruitment Training / willingness to complete this
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.• Basic understanding of child development and learning.	

		<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities. • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	