

King Edward VI Handsworth Wood Girls' Academy

Job Description

NAME:

DATE: April 2021

POST HELD: Safeguarding Manager

SALARY SCALE: SCP32- SCP36 (Term Time Only + 3 Weeks)

RESPONSIBLE TO: Assistant Headteacher – Welfare and Wellbeing

Role Summary

1. To ensure that child protection systems, arrangements are in place to enable the Academy to undertake their statutory responsibilities for safeguarding and promoting the welfare and wellbeing of children.
2. To provide safeguarding advice and guidance to school staff to promote the welfare and wellbeing of students.
3. To monitor, evaluate and report on the effectiveness of safeguarding arrangements.

Duties and Responsibilities

- To support the Designated Safeguarding Lead within the Academy.
- Act as a Deputy Designated Safeguarding Lead for the Academy, and support staff in following all safeguarding policies and procedures and statutory requirements.
- Ensure the Academy has up-to-date and effective safeguarding procedures in line with current legislation.
- Prepare a weekly report for the DSL and Headteacher and attend weekly meeting to discuss ongoing issues and concerns.
- To collaborate with outside agencies to support and develop safeguarding practice within the Academy.
- To represent the Academy in the community when developing good practice around safeguarding.
- Record and monitor the number of safeguarding referrals made and their outcomes.
- To support both Academy students and their families with presenting safeguarding issues.
- Identify key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.
- To liaise with feeder primary schools re safeguarding issues for new students attending the Academy.
- Represent the Academy at relevant external meetings
- Maintain accurate and up to date records of all safeguarding concerns and incidents, reporting any concerns promptly and following up as required.
- Support and challenge Academy staff and the governing body in exercising their responsibilities for safeguarding children.
- Ensure that referrals to MASH and EHA are appropriately made and outcomes recorded.
- Ensure that referrals to Children's Social Care are appropriately made and outcomes recorded.
- Maintain a database of training undertaken by school staff and nominated governors.
- Record and monitor the number of safeguarding referrals made and their outcomes.

- Identify key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.
- Undertake an annual safeguarding audit and provide an annual report of key findings and issues to the governing body.
- Attendance at Case Conferences, & Strategy Meetings and all other safeguarding meetings.
- Plan and deliver workshops for students and families.
- The use and development of ICT to support efficient and effective practice, is essential.

To whom responsible: Assistant Headteacher – Student Welfare and Wellbeing

Staff for whom responsible: None

King Edward VI Handsworth Wood Girls' Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.

Signed _____ (Safeguarding Manager) Date _____

Signed _____ (Headteacher) Date _____

King Edward VI Handsworth Wood Girls' Academy

Person Specification

POST: Safeguarding Manager

Category	Essential	Desirable	Method of Assessment
Physical	Smart business-like appearance Excellent verbal and written communication skills		Interview
Qualifications	Level 1 Safeguarding or equivalent training GCSE's in English and Maths	Level 2 Safeguarding training An undergraduate degree	Application and Interview
Experience	Experience of safeguarding and child protection procedures. To have worked for a minimum of 2 years with young people Experience of record keeping and managing a case load of work To have worked on cases managed at both Early Help level and Child Protection level Experience of working with external agencies	Working knowledge of BSCP procedures and policies	Application and interview
Training	EHA trained Lead Professional trained First Aid Trained	Mental Health First Aid Trained	Application and interview
Special Knowledge	Able to demonstrate an understanding of the skills required when working in partnership with other organisations. Able to demonstrate a commitment to the philosophy of continuous improvement	Knowledge and understanding of local and contextual issues in relation to safeguarding.	Application and interview

	<p>Understanding of safeguarding children and the boundaries between adults and children in a school setting.</p> <p>Analyse data</p> <p>Competent in the use of IT packages</p>		
Circumstances	<p>Able to attend evening meetings.</p> <p>Able to travel.</p> <p>Able to work during some school holiday periods.</p> <p>Able to attend all Academy open and parents' evenings.</p> <p>Able to attend all Academy special events.</p>		Application and interview
Disposition	<p>To be an excellent team player.</p> <p>Able to support, influence and motivate others.</p> <p>Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds</p> <p>Able to remain calm under pressure and manage conflicting demands.</p> <p>Able to manage and prioritise a diverse and demanding workload.</p> <p>Excellent organisational and time management skills.</p> <p>Ability to work with an attention to detail and a commitment to the highest possible quality standards.</p> <p>Ability to work with tact and diplomacy.</p>		Application and interview
Practical and intellectual skills	<p>Demonstrate enthusiasm, conviction and clarity when presenting ideas.</p> <p>Able to analyse, assess and interpret a range of data and information sources.</p> <p>Excellent written and verbal communication skills.</p>		Application and interview

	<p>Ability to adapt communication tone and style to meet the needs of differing target audiences.</p> <p>ICT literate with a desire and ability to develop new skills.</p>		
Legal Requirements	<p>Enhanced Criminal Records Bureau Check</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.</p>		Application & Interview