



JOB SPECIFICATION
Safeguarding/Child Protection Officer

Reports To: Principal through the Designated Safeguarding Lead (DSL)

Department/Site: Admin

Why	<p>Job Summary To work with the DSL, the safeguarding team and all academy staff to ensure that all safeguarding policies and procedures are known and implemented as appropriate.</p>
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What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> • Contribute to the annual safeguarding audits for the Trust and the appropriate local Safeguarding Children Board. • Liaise with and provide guidance to assigned case managers for pupil safeguarding concerns. • Deliver safeguarding training to academy staff. • Consult and inform relevant staff, parents and outside agencies, whenever necessary, to ensure the safeguarding needs of individual pupils are met. Be a point of contact for and liaise sensitively with parents and carers regarding their safeguarding role. • Work with Pastoral Teams to plan and implement appropriate interventions and support. • Understand the local authorities' referral processes and ensure the safeguarding needs of individual pupils are identified, met, monitored and appropriate actions are implemented. • Ensure safeguarding concerns raised by staff are accurately recorded and dealt with promptly according to academy policies in line with the Keeping Children Safe in Education document. • Provide administrative support with all aspects of safeguarding and monitor the accuracy and quality of safeguarding records. • Provide safeguarding advice, guidance, support and expertise for pupils and staff. • Attend safeguarding meetings, working with specialist agencies to help to provide for the needs of identified pupils. To facilitate the sharing of relevant information with parents and between other support services and external agencies as appropriate. • Liaise, meet and work with DSLs from a variety of feeder schools. • Continue personal development in safeguarding including regular DSL training. • Review academy safeguarding procedures and systems and suggest amendments as necessary. • Follow agreed policies for communication within the academy. • Alert the appropriate staff on a need to know basis of pupil safeguarding concerns. • Provide regular updates as appropriate to the DSL on the progression of cases of any issues regarding safeguarding. • Maintain confidentiality at all times • Any other duties deemed appropriate to the level of the role.
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How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Effective Communication Displaying Flexibility of Style	Communicates fully with clarity, precision and matches content and style to the audience needs.
		Shows empathy to the views of others.
		Uses tact and diplomacy to resolve the problems of peers.
	Collaboration	Ability to work empathetically and positively with young people and adults, demonstrating resilience and persistence.
		Ability to effectively communicate, build and maintain positive working relationships with pupils, staff, families and external agencies.
	Attention to Detail	Follows detailed procedure and ensures accuracy in documentation and data.
		Concentrates on routine work details and organizes and maintains a system or records.
	Continuous Learning	Stays informed of current industry trends.
		Learns and applies new concepts.
	Innovation and Creativity	Able to challenge conventional practices.
		Adapts established methods for new uses.
	Relationship Building	Develop rapport with others and recognizes their concerns and feelings.
		Builds and maintains long-term associations based on trust.
Willing to help others.		

Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Provide advice and guidance to all academy staff on safeguarding matters.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	<p>Essential Criteria The successful applicant must have significant experience and training in leading safeguarding within an educational setting</p> <p>Desirable criteria Safeguarding management training and experience of social care, targeted youth and wider inclusion.</p> <p>You must also hold a counselling qualification or be willing to undertake one.</p>	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.