Lincolnshire Gateway Academies Trust

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.

Job Title: Safeguarding Assistant

Responsible to – Designated Safeguarding Lead & Deputy DSL

Job Overview

Safeguard Assistants work in collaboration with all members of the Safeguarding team to provide physical and emotional welfare of all students to ensure each individual child is safe, happy, involved, attending and able to perform to their potential.

Main Responsibilities

- Assist the Deputy DSL
- Support students in their learning, and encourage positive attitudes and behaviour in and around school.
- Champion safeguarding and student welfare across the school, sharing best practice and ensuring that school policy is enacted in practice.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures the school may put in place to protect them.
- Work under the direction of the Deputy DSL and DSL and internal and external colleagues.
- Support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.
- Support the Deputy DSL to refer / ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- Support the management of the CPOMS reporting system, producing reports and monitoring to support the DSL.
- Gather information about a child's academic performance from teachers and assessment data.

Other Duties:

- Work with the deputy DSL to ensure that support is always available for staff in the school to discuss any safeguarding concerns.
- Maintain accurate, detailed and up to date student Child Protection records and in house documentation, managing these in accordance with the Data Protection Act.
- Representing the school at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Safeguarding Assistant and Inclusion Support are up to date.

General

The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.

The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.

The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.