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|  | **Safeguarding Support Assistant** **(term time plus 3 weeks)****Job Description** |
| **Core Purpose** |
| To ensure the safety and wellbeing of all students at the Academy |
| **Specific tasks** |
| * To undertake relevant safeguarding training to Designated Safeguarding Lead level (if not already completed)
* To respond appropriately to incoming concerns or disclosures regarding a child’s wellbeing as and when this happens
* To monitor ongoing safeguarding concerns and take appropriate action
* To maintain clear, accurate and up to date safeguarding records and ensure all actions are logged accordingly
* To assist in the completion and co-ordination of referrals, arranging action and reviewing services for children and families
* To liaise with staff at the Academy in matters relating to the wellbeing of students
* To liaise with social workers, health professionals, family support workers, police and other external services
* To attend key safeguarding meetings and represent the academy in providing an overview of relevant children on roll, and to offer an informed recommendation as part of the safeguarding process
* To contribute to staff training on safeguarding, as part of the achievement support team
* To support the development of safeguarding policies, practices and procedures
* To liaise with and support the DSL’s and Deputy DSL, as reasonably requested
* To work in accordance with the aims and policies of the Academy
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| **Qualification, knowledge and skills**  |
| * Up to date safeguarding training to Designated Safeguarding Lead level
* An understanding of the thresholds that exist within Children’s Social Care
* An awareness of the key legislation that informs safeguarding practice in education
* Excellent communication skills
* Very good literacy skills
* Effective use of ICT and other specialist equipment/resources
* Ability to relate well to children of all ages, their families and professionals
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Full driving licence (desirable)
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| **Line Manager:** | Rachael Mann  |