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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 | | |
| **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) | | |
| **Line Manager:** | Rachael Mann | |