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| SYMBOL | **MEADOWHEAD SCHOOL**  **ACADEMY TRUST**  **JOB DESCRIPTION** |
|  | **This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
| **POST TITLE** | Assistant Safeguarding Officer |
| **GRADE** | Grade 5 (scp 15 – 20) |
| **HOURS** | 37 hours over 40 weeks |
| **RESPONSIBLE TO** | Assistant Head for Safeguarding  Safeguarding Officer |
| **QUALIFICATIONS/**  **EXPERIENCE** | Excellent standard of education:  5 good GCSEs including English and Maths/  Level 3 qualifications |
| **PURPOSE OF THE JOB** | Working under guidance, to provide safeguarding support in addressing the physical and mental health and well-being needs of the students in order to overcome barriers to learning and become emotionally resilient.  Working across the whole school and with feeder schools to provide a range of student activities to support health, well-being and access to learning. This will involve contact with school staff, families and external agencies. (FIS, SOCIAL CARE, SYP, CAMHS, CYT, VS, CILS).  Completing weekly admin tasks that help to support the running of the Safeguarding Team. |

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The post holder must at all times carry out his/her duties and responsibilities within the spirit of School policies and within the framework of legislation applicable to Academies and Trusts.

The post-holder will be expected to maintain the professional standards of Meadowhead School and the standards of behaviour, attitude and effort as outlined in the Meadowhead School Code of Conduct.

**Main duties and responsibilities:**

There are four key areas responsibility:

Learning support for Students, support for Teachers, the Curriculum and the School

**Support for Students**

You have responsibility to:

* Provide pastoral support to students and action disclosures appropriately.
* Establish interventions to meet the needs of the students on a set caseload.
* Complete pre and post assessments of students on interventions to allow for Quality Assurance and to support student with referrals to further support
* Attend associated meetings with students on a caseload.
* Manage a waiting list of students requiring support. Triage these students with support from the Safeguarding Officer.
* Liaise with parents, and other stakeholders about the support being provided for students.
* Attend to students’ personal needs and provide advice to assist in their social, mental and physical health.
* Participate in the assessment of students to determine those in need of particular help and support.
* Communicate with staff re the development and implementation of Individual Education / Behaviour / Support / Mentoring plans.
* Support students consistently whilst recognising and responding to their individual needs.
* Encourage students to interact and work co-operatively with others and engage all students in activities.
* Establish productive working relationships with students, and outside agencies acting as a role model.
* Establish and develop effective one to one support for children to promote their ability to engage in positive relationships.
* Promote the speedy/effective transfer of students across phases/integration of those who have been absent. Liaising with the attendance team, EWOs and providing knowledge and data for court proceedings where necessary.
* Provide information and advice to enable students and families to make choices about learning / behaviour / attendance
* Challenge and motivate students, promote and reinforce positive self-esteem.
* Provide feedback to students in relation to progress, achievement, behaviour and attendance.
* Develop, agree and implement a time bound action plan with individual children and those involved with them, based on a comprehensive assessment of their strengths and needs.
* Collect information, contribute to its assessment and review the outcomes of information gathering with others.
* Review outcomes with the individual child and consider alternative support options

- Set targets, agree and record a plan of action with outcomes

- Work with the child on specific aspects of need through a range of

strategies and structured interventions.

* Monitor progress of individual children against agreed objectives at regular intervals and set new targets if appropriate including agreement on exit strategies.

**Support for Teachers/Safeguarding Team**

You have responsibility to:

* Support students’ access to learning using appropriate strategies and resources.
* Work with other staff in planning, evaluating and adjusting targets as appropriate.
* Monitor and evaluate students’ responses and progress against action plans through observation and planned recording.
* Provide objective and accurate feedback and reports as required, to other staff on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / CPOMs/ SIMS/ EPEP records as requested. Creating and updating other various electronic documents such as those on Edexcel and other Microsoft Office products.
* Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links via Social Care, Police, Youth Services
* Clerical / admin support including dealing with paper based/electronic/telephone correspondence, compilation / analysis / reporting on attendance & exclusions.
* **Support for the Curriculum**

You have responsibility to:

* Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
* **Support for the School**

You have responsibility to:

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos / work / aims of the school.
* Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students
* Attend and participate in regular meetings, feeding back to all parties involved.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Assist in the supervision, training and development of staff.
* Supervise students on visits, trips and out of school activities as required
* Administration for the safeguarding team including updating the Safeguarding spreadsheet weekly, maintaining training records, managing the School Point register, booking places on courses, uploading incidents on CPOMs, running CPOMS reports, typing notes from safeguarding minutes (TAFs/CINs etc), creation of MACF forms, typing FCAFs, uploading conference reports, completion of MARAC research forms, completing referral forms, managing correspondence through AnyComms.
* Inputting safeguarding files into CPOMS for students transitioning to Y7.
* Archiving of pupil records and preparation of files for student transition to further education or in-year school moves.
* Administration of photocopying for welfare team and ordering of resources as required
* Attend CP conferences, CIN, Core Group meetings, ensure key staff members are alerted of updates and carry out the relevant actions i.e. external referrals (FIS, MACF, Prevent, CYT, Amber, etc) and internal referrals (SEN/Pastor/Learning Mentor)
* Provide appropriate cover for the above meetings to support where appropriate.
* Work closely with the social workers and FIS workers to ensure student have support from all the relevant agencies
* Generate FIS/EH1 referrals and assist engagement between workers and families
* Supervise interventions with external agencies at school e.g. Amber Project

**Other Duties**

* Undertake professional development as required and participate in the school’s annual professional development programme.
* To comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school’s Equal Opportunities Policy.
* Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**General Duties**

* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.
* To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
* To work in accordance to the schools equality, confidentially and other school policies.

**Development**

* Undertaking personal and professional development
* Keeping abreast of changes in administrative procedures relevant to school support
* Continually developing skills and knowledge relevant to student support services for attendance within the school

**Team Responsibilities**

All education support staff at Meadowhead School are considered part of the overall support team and may be required to assist colleagues in other areas from time to time

**General**

To be willing to undertake training and professional development as required of the post.

Any other related duties and responsibilities that do not change the character and purpose of this post as may be required by the Headteacher.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined after negotiations between management, the post-holder and the appropriate trade union.

Suggestions to amend/update this job description, which will lead to an improvement in the school's and/or the department's performance will always be welcome.

**Meadowhead School**

**Person Specification**

**POST TITLE: Assistant Safeguarding Officer**

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| **CATEGORY** | **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** |
| Qualifications  and Training | GCSE grades A\*-C or equivalent in English and Mathematics.  Recent relevant experience of the resolving of student welfare and behaviour issues.  Counseling/mentoring skills/training.  Experience of pastoral care, including liaison with parents and outside agencies.  Ability to use data and generate reports.  Understanding, knowledge and sound application of the Microsoft Office Packages including Excel 2010 or later. | Working knowledge and administration of Schools Information Management System (SIMS).  Assertive mentor training. |
| Work Experience | Recent relevant and appropriate experience working in a supportive and guidance capacity with children of Key Stage 3 and /or Key Stage 4 secondary school age.  Recent relevant and appropriate experience working with children of a secondary school age with a range of abilities and needs to resolve conflict.  Demonstrated impact in a professional environment.  Communication, including challenging conversations, with a range of different stakeholders that have resulted in positive change. | Demonstrated impact in an educational environment.  Experience of working with Multi- Agency Teams  The development and implementation of systems that result in positive change.  Relevant experience of statistical data analysis and reporting to a range of stakeholders. |
| Skills, Knowledge and Abilities | Ability to:   * Communicate, including challenging conversations, effectively orally, in writing and digitally with adults and young people. * The ability to positively promote the school to students, parents, colleagues and other community groups. * Well-developed interpersonal skills and proven ability to relate well to school staff, students, parents and other colleagues in the support services. * A good understanding of data protection and confidentiality issues * A working knowledge of child protection issues * Input and retrieve data efficiently and accurately. * Work as a member of a team. * A genuine liking for and concern to improve the lives and learning opportunities of young people * A commitment to working with other adults to ensure that every child achieves their full potential. * The willingness and ability to work with others to reduce barriers to learning * The ability to use strategies to motivate students and promote increased levels of aspiration and attainment. * Positive and confident to reflect upon the impact of the job role to instigate positive change. * Work under the direction of senior colleague and prioritize, plan and organize your own workload as required. * Operate calmly and effectively under pressure. * Resourceful and resilient. * Decisive. * Show initiative and self-motivation. * Show commitment to a clear and shared vision for an effective school. * An ability to positively promote the school to students, parents, colleagues and other community groups. | Working knowledge and administration of Schools Information Management System (SIMS).  Knowledge and understanding of the roles Multi- Agency Teams (MAT) in a school environment. |
| Other Factors | * Operate in a professional and tactful manner. * Adhere to strict criteria regarding confidentiality. * Adhere to security requirements re. Child Protection and Data Protection regulations. * The capacity to operate effectively and accurately under sustained pressure. |  |

***The postholder will be someone who:***

* Has good ICT skills and can input and retrieve data efficiently and accurately
* At all times operates in a professional and tactful manner ensuring adherence to security requirements re Safeguarding (Child Protection) and Data Protection.
* Has good communication and liaison skills and can establish and maintain good personal working relationships with all members of the school community.
* Has the ability to work as part of a team, as well as independently, ensuring confidentially at all times.
* Operates calmly and effectively within an environment which makes variable demands.
* Shows initiative, self-motivation and is eager to respond to staff development opportunities in order to improve performance and meet objectives.
* Is enthusiastic and committed to the school and all members of its community.
* Is aware of health and safety issues and implements these at all times.
* Has the ability to work under pressure and meet deadlines

**Other requirements**

* A genuine liking for and concern for the development of young people.
* A commitment to support Governors and Senior Leadership Team colleagues in promoting/implementing corporate decisions.
* Evidence of a commitment to an open and participative style of management.
* The ability to demonstrate highly-developed interpersonal and group-work skills and a commitment to a team-based approach. An ability to work co-operatively and collaboratively at all levels.
* A working knowledge of legislation and statutory instruments relevant to the role including confidentiality, personnel issues and health and safety.
* Good communication skills both oral and written and an ability to positively promote the school to students, parents, colleagues and other community groups.
* A positive and supportive view of the school, its students, staff and community.
* A demonstrable commitment to equality of opportunity.

deadlines consistently and accurately.

* A willingness to continue to learn and develop self and others.
* A good record of attendance and punctuality.