

Job Description

Academy :	Leeds City Academy
Job Title:	Safeguarding Officer
Grade:	SO2 .26 - .28 pro rata - £27, 416 - £29, 021
Hours	37 hours per week, term time only plus 20 days
Accountable to:	Assistant Principal Safeguarding and Inclusion

Purpose of Job:

To take lead responsibility for all safeguarding and child protection matters arising across Leeds City Academy, supporting all staff in dealing with any child protection/vulnerable children concerns that may arise.

Referring cases of suspected abuse to the local authority children's social care as required.

Ensure the safeguarding systems and processes across the Academy are consistent, efficient and rigour in approach.

Assessing the training needs of staff and implementing and maintaining an ongoing training programme for all staff including induction training for all newly appointed colleagues.

Ensure that all students within the Academy are safe and well looked after.

Key Responsibilities:

- Work as the Designated Safeguarding Lead, updating the CPOMS child protection database, ensuring that all reported incidents are dealt with efficiently.
- Ensure the Academy's child protection policy is reviewed at least annually. To advise on the implementation of this policy and to ensure that Governors are kept up to date.
- Maintain links with the Local Authority Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding.
- Where children leave the school ensure their child protection file is transferred to their new school or college efficiently and securely.
- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
- Co-ordinating Prevent Duty procedures across the Academy.

- Able to understand the unique risk associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Attend Looked After Reviews and contribute to the completion of PEP's.
- Take part in strategy/discussions and inter-agency meetings and/or to support other staff to do so and contribute to the assessment of children.
- Refer cases to the Channel Programme where there is a radicalisation concern.
- Make referrals to the police where a crime may have been committed which involves a child.
- Keep detailed, accurate, secure written records of concerns and referrals.
- Provide mentoring to students in need of personalised support.
- Maintain an in-depth knowledge of all students in the Academy who have Inclusion needs, sharing information where appropriate with class teachers and other colleagues within the Academy.
- Contribute to 'Individual Pupil Risk Assessments' and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- Initiate and oversee 'Early Help Plans' as required.
- Facilitate counselling services for students in need of support.
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.
- Work with Primary Schools to support the Transition of vulnerable/high need students to the Academy.
- Lead safeguarding meetings with the safeguarding team and provide supervision to the team.
- Encourage a culture of listening to children and taking account of their wishes and feelings, amongst all staff, in any measures Leeds City Academy may put in place to protect them.

- Work at least 5 of the extra days during the summer holidays to maintain contact with the academy's most vulnerable students and be available to attend Child Protection Conferences.
 - Undertake any other duties commensurate with the post or as directed by the Principal
 - Carry out break and /or lunch supervision as per the rota
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Equal Opportunities:

- To promote equal opportunities in education in order that all students and young people and families will gain optimum benefit from the service provided at Leeds City Academy.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Keep up to date with all aspects of the Child Protection Policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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