

JOB FAMILIES ~ Student Welfare team,
Job Title: Student Support: Safeguarding and Intervention Officer
Grade – JG5 32.5 hours per week. Term Time Only + 1 INSET day

| Role purpose: | |
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| Typical activities | Knowledge, skills & experience |
| <ul style="list-style-type: none"> • To act as the Deputy Designated Safeguarding Lead • To report to the Designated Safeguarding Lead and outside agencies including; multi-agencies, information relevant to safeguarding issues. • Keeping an accurate and up to date database of information on Students with safeguarding files. • Ensuring that meetings are held in accordance with the regulations that are laid out by Child Protection plans and then update the appropriate documentation once these meetings have been completed. • Help to create training resources for safeguarding to be used by the staff and the students. • Distribution of information on safeguarding to staff. • Upkeep of safeguarding notice boards and displays. • To arrange Child Protection and Safeguarding courses as directed. • Attend Best Practice Forums and Support Groups on behalf of the DSL. • Make referrals to outside agencies including; Children’s Services, Police in absence of DSL and Pastoral Care Managers as appropriate. • To undertake the First Day Calling function for student absence, and liaise with the Heads of House, reception team and SIMs administrators, as required. • To support strategies to improve attendance rates of persistent absent students, in liaison with the pastoral team • To keep up to date with new legislation and statutory guidance • To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade. | <ul style="list-style-type: none"> • Ability to work accurately and meet deadlines. • Ability to act decisively and confidently under pressure • Excellent telephone manner and written manner • A firm but friendly approach • Knowledge and understanding of safeguarding protocols and the threshold levels for service users groups. • Experience of working with young people and their families within the parameters of confidentiality (essential) • Previous experience of working within a school setting (desirable) • Previous experience of working with safeguarding software (desirable) • Knowledge of the legal requirements surrounding parental prosecution for non-attendance at school (desirable but not essential) • Experience of and commitment to inter-agency working (desirable but not essential) • The ability to demonstrate interpersonal and communication skills • Effective report preparation and recording skills. |