

Job Profile: Safeguarding Officer - Grade 6

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| Job purpose: | To work as part of the safeguarding team, supporting the effective operation of the safeguarding service on a day to day basis, as required. |
| Reporting to: | Designated Safeguarding Lead |
| Responsible for - Staff | Junior staff, as required |
| Liaising with: | Headteacher, Senior Leadership Team, Head of Year Academic and Head of Year Pastoral, Governors, staff; teaching and support, LA, external stakeholders, parents /carers |
| Grade of post: | G6 |
| Disclosure level: | Enhanced |

Job Outline

- Coordinate with the Safeguarding and Pastoral Teams to ensure an embedded and school-wide approach to safeguarding and child protection
- Work alongside attendance officer/s to monitor attendance and truancy issues, devise, and implement intervention strategies to improve these issues
- Act as a key worker for students as and when appropriate
- Create and implement systems appropriate to the role
- Refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Ensure consistent and appropriate application of the thresholds for referrals
- Refer (in discussion with a member of SLT) cases where a person is dismissed or left due to risk /harm to a child to the Disclosure and Barring Service as required; and refer cases where a crime may have been committed to the Police as required
- Liaise with a range of external stakeholders to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- To attend internal safeguarding related meetings
- To provide, collate and monitor regular, accurate and timely data on safeguarding and child protection incidents and outcomes
- Act as a source of support, advice and expertise for staff.
- Attend and participate in Child Protection conferences and planning and review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting
- Review and advise on improvements to current processes

Job Outline

- Undergo training to carry out the role, e.g. Prevent awareness training. DSL training must be updated at least every two years and should be refreshed regularly (at least annually)
- Have an understanding of the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- 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
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school with regards to the requirements of the Prevent duty and are provide advice and support to staff on protecting children from the risk of radicalisation
- Identify those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children-Section 17(10) Children Act 1989
- Encourage a culture of listening to children and taking account of their wishes

Other Specific Duties

- Support the school ethos and maintain the school's values.
- Maintain confidentiality at all times.
- Contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection procedures.
- Carry out the role in the most effective, efficient and economic manner available.
- Continue personal development in the relevant area.
- Participate in the staff review and development appraisal process.
- Undertake Health and Safety training, as appropriate, within the designated work area.

Signatures / Authorisation

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

| Name | Signature | Date |
|--------------|-----------|------|
| Headteacher: | | |
| Jobholder: | | |

Person Specification: Safeguarding Officer - Grade 6

| | Essential | Desirable |
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| Professional Experience | | |
| Experience of working in a school or similar environment | | ✓ |
| Experience of working with young people | ✓ | |
| Experience of leading a Safeguarding team | | ✓ |
| Working knowledge and understanding of current and national issues in relation to Safeguarding and Child Protection | ✓ | |
| Up to date knowledge and experience of Ofsted requirements for Safeguarding | ✓ | |
| Experience of developing and delivering Safeguarding practices to other staff | | ✓ |
| Ability to lead but also to work as part of a team | | ✓ |
| Able to collate and feedback information | ✓ | |
| Knowledge of Management Information Systems | ✓ | |
| Qualifications | | |
| English GCSE A*-C or equivalent | ✓ | |
| Mathematics GCSE A*-C or equivalent | ✓ | |
| University degree level or equivalent | | ✓ |
| Evidence of continued professional development relevant to this role | | ✓ |
| Safeguarding training to a management level | | ✓ |
| Skills and Abilities | | |
| Vision to develop the Safeguarding role within a high achieving school | ✓ | |
| Ability to work with students, parents, external agencies and the wider community | ✓ | |
| Ability to think strategically with imagination, vision, creativity and originality | ✓ | |

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| Flexible, able to work under pressure and meet deadlines | ✓ | |
| Good communication skills both verbal and written | ✓ | |
| Effective communicator and presenter | ✓ | |
| Ability to produce accurate and precise data with outstanding record keeping skills | ✓ | |
| Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively | ✓ | |
| Can plan, organise and delegate effectively | ✓ | |
| Possess excellent inter-personal skills | ✓ | |
| Willingness to provide safeguarding training in all settings | ✓ | |
| Availability to work after and outside of normal school hours | ✓ | |

The holder of this post may be asked to perform other related duties to meet the on-going needs of the school. As such, the role may evolve and duties may be amended, in consultation with the post-holder, to allow for changes to the protocols by which the school functions.