

Blessed Hugh Faringdon Catholic School

Job Description Deputy Designated Safeguarding Lead and Student Support Coordinator

POST HELD

Deputy Designated Safeguarding Lead and Student Support Coordinator

SALARY GRADE OF POST

NJC Points 23-28

REPORTING TO

Assistant Headteacher

Deputy Designated Safeguarding Lead

- To complete the Safeguarding Level 3, Prevent Duty Level 2 courses and Keeping Children Safe in Education assessments and maintain up-to-date certification.
- To actively engage in related internal and external training and professional development opportunities in discussion with the DSL.
- To establish and maintain links with relevant local authority departments and officers including Children's Social Care Services, social workers, Child and Adolescent Mental Health Service (CAMHS), the Multi Agency Safeguarding Hub (MASH), educational psychology, special educational needs (SEND), Looked After Children (CLA), Mental Health Surgery members, and the police.
- To make timely referrals to Children's Social Care as required, monitor progress ensuring action is taken, liaise with families/carers as needed and maintain up-to-date paper/electronic records.
- To liaise with internal colleagues, and those from external agencies, in respect of safeguarding and child protection concerns.
- To create and update Child Protection files and case chronologies on a timely basis ensuring an up-to-date contents page in each paper file.
- To attend Strategy Meetings, Initial Child Protection Conferences, multi-agency meetings and Child Protection Review Conferences, complete reports, up-date paperwork and ensure agreed actions are taken.
- To ensure the prompt, secure storage, retention, destruction and transfer of electronic and paper-based confidential child protection records.
- To communicate with Year Leaders, the SEND, pastoral and counselling teams, on child protection and safeguarding issues, relevant to their areas of responsibility, in discussion with the DSL/Headmaster where appropriate.
- Where requested, and in discussion with the DSL/Headmaster, support procedures to action allegations regarding members of staff promptly and as required.
- To support the DSL in ensuring that any up-dates to policy or requirements are disseminated to staff on a timely basis.
- To support the DSL and Human Resources Officer to ensure that all staff access the school's Safeguarding Policy, related policies and procedures and confirm their understanding.

- To prepare for, attend and contribute to regular line management meetings with the DSL.
- To contribute to the after school, weekend and holiday contact rota to ensure that a L3 Safeguarding trained member of staff is always available to respond to local authority and police requests for information.

Mental Health First-Aider

- To provide direct first line mental health and well-being support for individuals and groups of students as required.
- To devise a programme of support sessions, (e.g. every 1 - 2 weeks for a defined period with specific objectives), identify students to attend, liaise with the line manager, parents and Year Leader, run the sessions, evaluate progress and identify next steps.
- To attend the Mental Health Surgeries and liaise and collaborate with internal staff and external specialists as needed to ensure high quality mental health and well-being provision for the assigned students.

Hard to reach parents

- To work with Year Leaders to identify students with poor attendance whose parents are hard to reach and devise and run a programme to engage the identified students, in school, with a view to improving attendance.
- To establish and maintain links with parents, building a positive working relationship, offering opportunities to visit school, attend events, share their child's success.
- To monitor the impact of this work, review progress and report to the Assistant Headteacher as required.

General

- To provide pastoral support to students as required.
- To support the staffing of the Focus Room by supervising sessions as agreed.
- To support the school with lunchtime duties each day.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the "Behaviour for Learning" programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with pupils and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher may reasonably direct.

Person Specification

The following criteria describe the experience, skills, knowledge and education which are considered necessary to carry out the role.

Those that are desirable only are clearly marked

Qualifications and Experience

- Educated to Level 3 (A level or equivalent).
- Evidence of continuous professional development in related topics (safeguarding, mental health and well-being, behaviour).
- Current Safeguarding and Prevent Certification in place. (desirable).
- Experience in working proactively with families and young people, who display concerns related to the above, in a variety of settings including secondary education.
- An awareness of the current issues affecting young people.
- Experience of contributing to a multi-disciplinary team.
- Experience of working with outside agencies.
- A confident user of basic Microsoft packages: Word, Excel, Outlook and PowerPoint – supported by achievement of ECDL or similar certification.
- Experience in delivering a student-focused support programme or similar (desirable).
- First Aid Qualification (desirable).

Skills, Abilities and Knowledge

- Effective behaviour management skills.
- Good oral and written communication with students and adults.
- Ability to deal with confidential information sensitively, impartially and appropriately in line with school policies.
- Strong problem-solving and team work skills.
- Ability to respond to challenging circumstances in a positive manner.
- Good interpersonal and organisational skills.
- Ability to manage a caseload and have the confidence to seek clarification as needed to ensure appropriate action is taken.
- Ability to prioritise own workload, meet deadlines and to work independently.
- Able to work in a calm, efficient and safe manner.
- Good ICT skills.

Other information/Requirements

- Commitment to self and team development.
- This post is subject to an enhanced DBS check.