

# KIRKLEES COUNCIL

## J O B D E S C R I P T I O N

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**SERVICE AREA:** ALL SCHOOLS MODEL

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**POST TITLE:** SAFEGUARDING SUPPORT OFFICER

**GRADE:** 8

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### **PURPOSE OF POST**

To work in partnership with school and other key agencies staff to deliver key outcomes for children through a range of integrated support and services and to the five outcomes of the Every Child Matters framework: Being healthy, Staying safe, Enjoying and Achieving, Making a positive contribution and Achieving Economic Wellbeing

### **KEY AREAS**

1. Pupil Support
2. Home/School and Community Partnerships
3. Safeguarding
4. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Pupil Support**

- 1.1 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national/appropriate curriculum to the best of their ability.
- 1.2 Under the direction of the Headteacher, to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH
- 1.3 To contribute to plans, reviews and pupil evaluation by writing reports on individual progress and attend meetings as required.
- 1.4 To work with colleagues to facilitate effective, two way communications between pupils, parents and teachers.
- 1.5 To attend and contribute to meetings in respect of individual children and all Safeguarding matters as required
- 1.6 To assist pupils who are new to the education system to familiarise themselves to the school's routines.

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- 1.7 To develop and maintain links between school, parents and the key partners and agencies in support of pupils' learning and well being.
- 1.8 To track pupil attendance, liaise as required with the Attendance and Pupil Support Officers (APSO), and to prepare any associated documentation.
- 1.9 To complete documentation for the 'Children Missing from Education Team'

## 2. Home/School and Community Partnerships

- 2.1 Inform and support parents on educational issues and welfare related issues, e.g. pastoral care, assessments
- 2.2 Visit pupils' homes to encourage parental participation in their child's educational development and to disseminate information regarding their child's development.
- 2.3 To ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community.
- 2.6 To organise Extra Curricular Activities/Events with the purpose of improving relationships between parents, children and the wider school community
- 2.7 In conjunction with the teacher provide one to one support to pupils or working with groups of targeted pupils on pre-planned activities on a short term basis or in particular lessons where there are barriers to learning for pupils
- 2.8 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and to work with colleagues to facilitate effective, two way communications between pupils, parents and teachers
- 2.9 To attend and contribute to duty related meetings as required and to visit pupils' homes to encourage parental participation in their child's development and disseminate information regarding their child's development
- 2.12 To ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community

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## 3. **Safeguarding**

- 3.1 As part of a rolling programme, in conjunction with the Headteacher, develop whole school Safeguarding Policies in line with Kirklees Safeguarding board recommendations and advice.
- 3.2 To ensure that all safeguarding issues are reported to the designated senior person – Headteacher.
- 3.3 To regularly review safeguarding files with the Headteacher to determine next steps, level of support or interventions.
- 3.4 Induct new staff regarding Safeguarding procedures in school and support new staff in the completion of Level 1 Child Protection Online Training.
- 3.5 To liaise with the designated Governor for Safeguarding.
- 3.6 To liaise as required with external agencies, including the Duty and Assessment Teams and the Police, and to arrange Multi Agency Support Team (MAST) meetings.
- 3.7 To liaise with parents regarding all Safeguarding matters and to assist in the dissemination of information and provide advice to parents on all safeguarding matters
- 3.8 To ensure that reports and documentation in respect of all Safeguarding matters are completed in a timely manner and maintain the absolute security and confidentiality of all documentation in relation to such matters
- 3.9 To liaise with parents and social work colleagues in order to arrange 'contact' for 'looked after children'
- 3.10 To involve parents in pre CAF meetings and to write CAF reports in order to support any unmet needs of children and/or their family.
- 3.11 To attend court hearings as and when required.
- 3.12 To ensure the absolute confidentiality of all documentation relating to Safeguarding and to distribute any new information concerning the Safeguarding of children to relevant parties
- 3.13 To maintain up to date contact details for local statutory agencies and service (eg Police, Social Services)

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## 4. General

- 4.1 Part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

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**RESPONSIBLE TO:**      **Principal**

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**RESPONSIBLE FOR:**      **None**

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<b>JD Reference No</b>	HE63180
<b>JD Prepared / Amended</b>	OCT 2012
<b>Refers to Estab(s)</b>	

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