



Job Description

POST:	Deputy Designated Safeguarding Officer
RESPONSIBLE TO:	The Principal, under the day-to-day management and leadership of the Deputy Principal and Safeguarding Leader
GRADE:	SCP23 – SCP27 (£32,076 - £35,745) FTE
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy MediaCityUK
WORKING PATTERN:	37 Hours per week – Term Time Only
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	To be an effective Safeguarding Manager and oversee the Academy's Safeguarding/Child Protection documentation

MAIN DUTIES & RESPONSIBILITIES:

Child Protection Information

To assist the Designated Safeguarding officer with the tracking and record keeping of students who are on a Child Protection Plan, Looked After or Vulnerable including:

- Keeping an accurate and up to date database of information on Students who fall in to one of the above groups.
- Ensuring that meetings are held in accordance with the regulations that are laid out by Child Protection plans and then chasing 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.
- Support pastoral staff to identify students for Family Assessment and Team Around Family meetings
- Complete Family Assessment and refer to outside agencies

- Upkeep of safeguarding website.
- Responsibility for making and confirming arrangements with trainers for delivery of training courses in-house as directed by the designated teacher for safeguarding.
- To arrange Child Protection and Safeguarding courses as directed.
- Ensure renewal of above courses are completed within relevant timescales.

Leadership Team

- Chair and act as Lead Professional for Family Assessment and Team Around Family meetings
- To carry out general administrative duties ie word processing, photocopying, filing, faxing, completion of standard forms, respond to routine correspondence etc.
- Answer and respond to routine telephone calls.
- Face to face, telephone and e-mail enquiries with all staff and outside agencies.
- Maintain manual and computerised records/management information systems on safeguarding and child protection. CPOMS.
- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, Internet)
- To distribute agendas for various meetings and booking of facilities when required.
- To purchase and provide refreshments for courses and meetings when required.
- Analysis of data for surveys to include collating information and presentation of survey results for safeguarding staff
- Provide analysis of above surveys.
- To play a major role in initiatives and projects that may arise during the year.
- Undertake research and obtain information to inform decisions.

Training

- If appointed you will be required to attend a Child Protection Course, training in Child Sexual Exploitation, Training in Drugs and Alcohol and E-safety.

General Responsibilities

- To deputise for the Designated Safeguarding lead in her absence.
- Carry out staff induction training in safeguarding procedures including; caretakers, cleaners, support staff and external partners.
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Triage referrals from staff and notify the Designated safeguarding Lead of cases that require immediate action (and take that action in his absence).
- Offer advice to staff with regard to routine safeguarding issues and take appropriate action.
- Review, update and amend policy documents concerning safeguarding.
- To filter through to DSL and outside agencies including; multi-agencies, information relevant to safeguarding issues.
- Make direct referrals with outside agencies including; Children's Services, Police in absence of DSL and Pastoral Care Managers.
- Organise and update relevant training for staff within safeguarding and Child Protection in conjunction with the TSCB framework.

Professional standards

- Support the ethos, vision, principles and values of the Academy
- Treat colleagues, students and all members of the community, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the Academy through attendance at and participation in events such as open evenings, option evenings and the like.(as appropriate to responsibilities).
- Support the ethos of the Academy by upholding the code of conduct, uniform rules, etc
- Take responsibility for own professional development and participate in arrangements as adopted by the Academy for the assessment of his/her performance and that of other teachers
- Reflect on own practice as well as the practices of the Academy with the aim of improving all that we do and achieving excellence
- Read and adhere to the various policies of the Academy and implement Academy improvement plans
- Participate in the development and management of the Academy by attending various team and staff meetings
- Undertake duties as prescribed within the Academy's policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the principal
- Be proactive and take responsibility for matters relating to health and safety
- Promote lifelong learning and promote enrichment and extension activities as part of the Academy's community hub

Safeguarding Children

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Other Duties

- The post holder will be subject to performance objectives agreed annually.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

- To take on any whole school initiative or responsibility that the Principal may direct.
- All teachers take an active role in the Academy's care and guidance of students and may be expected to fulfil the role of form tutor or similar role as determined by the Academy
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

Person Specification: Deputy Designated Safeguarding Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English (or equivalent) 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> Excellent written and communication skills, including appropriate ICT skills Ability to relate to young people Ability to handle personal matters in a confidential and professional manner Ability to work within existing policies and guidelines Knowledge of issues surrounding young people in Manchester Trained in safeguarding procedures including Child Sexual Exploitation and E-safety Well organised with evidence of good organisation skills Experience of working in Children's Services 	<ul style="list-style-type: none"> Bromcom system skills Qualified Social work status
Personal Qualities	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks. Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people A commitment to lifelong learning and a willingness to contribute to 	

	<p>furthering their own learning through CPD</p> <ul style="list-style-type: none"> • Commitment to the Academy's Equal Opportunities policies • Capable of establishing positive relationships with parents • Integrity • The ability to cope with complexity, ambiguity and uncertainty • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	
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