

<b>Post title</b>	<b>Altius Trust Community and Safeguarding Leader</b>
<b>Purpose</b>	<p>The Trust Community and Safeguarding Leader will support Heads of School and Academy Inclusion Leaders to ensure all Altius Trust students are safe and healthy both in school and the wider community. They will ensure that all Trust staff are well trained and up to date with their responsibilities within Trust and national safeguarding legislation and guidelines.</p> <p>This role has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The role leads on the duties outlined, 'Keeping Children Safe in Education', <u>updated September 2016</u>. We have a duty to safeguard children, young people and their families from violent extremism.</p> <p>This role will also ensure Altius Trust Academies are following the Trust Preventing Extremism and Radicalisation Policy which is intended to provide a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views; part of our statutory requirements following the Counter-Terrorism and Security Act 2015.</p>
<b>Reporting to</b>	Altius Trust CEO
<b>Responsible for</b>	<p>Safeguarding policy and practice, supporting staff to keep children safe in education and working with students and their families to achieve safe and positive outcomes to deliver 'a fantastic future for all'.</p> <p>The aims of this role are:</p> <ul style="list-style-type: none"> <li>• To support the child's development in ways that will foster security, confidence and independence.</li> <li>• To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.</li> <li>• To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.</li> <li>• To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the Trust, contribute to assessments of need and support packages for those children.</li> <li>• To emphasise the need for good levels of communication between all members of staff.</li> <li>• To develop a structured procedure within the Trust which will be followed by all members of the Trust community in cases of suspected abuse.</li> <li>• To promote shared values and improve community relations generally within the school and wider community.</li> <li>• To develop and promote effective working relationships with other agencies engaged in the protection, safeguarding and wellbeing of young people which might include local authority child protection teams, education welfare officers and attendance officers, children's health services, child and adolescent mental health services (CAMHS), youth offending teams and other youth services, local police, fire service and local voluntary and community groups.</li> </ul>

	<ul style="list-style-type: none"> <li>To prevent and tackle specific issues which individual schools within the Trust may have, such as: bullying of particular groups and associated issues of racial tension or homophobia for example; violent extremism; weapons; gang culture and group offending; drugs and alcohol misuse.</li> <li>To ensure that all staff working within our Trust who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS (previously CRB) check (according to guidance) and a central record is kept for audit.</li> </ul>
<b>Liaising with</b>	Heads of School/ VPs SMSC /Academy Inclusion Leaders
<b>Contract type</b>	Permanent, Full Time Trust Contract

General Information	
<b>Equality of Opportunity</b>	<ul style="list-style-type: none"> <li>As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
<b>To contribute as an effective and collaborative member of the School team</b>	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any leader of the Academy Trust.</li> <li>Participating in the ongoing development, implementation and monitoring of the Academy Trust improvement plans.</li> </ul> <p>Attend regular meetings as required and make a positive contribution during meetings.</p>
<b>Child Protection</b>	Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
Main Duties	
<b>Support for Teachers</b>	<ul style="list-style-type: none"> <li>Deliver training on safeguarding process, policy and national updates as relevant.</li> <li>Listen to and act upon to staff safeguarding concerns.</li> <li>Support pupils' access to learning using appropriate strategies and resources.</li> <li>Provide objective and accurate feedback plus reports, as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> </ul>
<b>Support for the Curriculum</b>	<ul style="list-style-type: none"> <li>Where appropriate, to provide support in all areas of the Pastoral and Fantastic Futures curriculum.</li> <li>Review and if appropriate implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment.</li> <li>Be aware of and appreciate a range of activities, courses, organizations, agencies and individuals to provide support for pupils to broaden and enrich their learning.</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>Work alongside Heads of School, VP SMSC and Academy Inclusion Leaders to ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and ensure staff comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.</li> <li>• Support the Trust with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation.</li> <li>• Encourage a culture of listening to children and take account of their wishes and feelings.</li> <li>• Ensure that safeguarding and child protection record keeping is well ordered and up to date at all times.</li> <li>• Audit and quality assure Academy safeguarding process on behalf of the Trust to ensure consistency of approach and that statutory and Trust requirements are met at all times.</li> <li>• Liaise with stakeholders and all partners in the safeguarding process, establishing excellent relationships with local safeguarding hubs and social care teams.</li> <li>• Supervise pupils on educational visits and out of school activities.</li> <li>• Assist in maintaining high standards of health and safety at all times.</li> <li>• Maintain good relationships with colleagues and work together as a team.</li> <li>• Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the Trust.</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching staff, to support pupil achievement and progress.</li> <li>• Attend and participate in regular meetings and student case conferences.</li> <li>• Lead and participate in training and other learning activities as required.</li> <li>• Recognise own strengths and areas of expertise and use of these to advise and support others.</li> <li>• Where appropriate, to attend review meetings of pupils who have been identified as experiencing physical disabilities or complex medical needs, providing information on options and access issues.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• To continue personal development as agreed in the Support Staff Appraisal processes and within the Trust Improvement Plan.</li> <li>• To engage actively in the Support Staff Appraisal process.</li> <li>• To address the targets set by the line manager each Autumn term.</li> <li>• To play a full part in the life of the Trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>• To support the Academy in meeting its legal requirements for worship.</li> <li>• To promote actively the Trust's corporate policies.</li> <li>• To show a record of excellent attendance and punctuality.</li> <li>• To adhere to the Trust's Business Dress Code.</li> <li>• To be a mentor to students on a 1:1 or small group basis.</li> <li>• To be involved in 'out-of-school' hours' activities as required.</li> <li>• To promote and implement the Trust's Equal Opportunities Policies in all aspects of employment and service delivery.</li> <li>• To assist in maintaining a tidy, healthy, safe and secure environment and to comply with the Trust's Health &amp; Safety Policy, undertaking risk assessments as appropriate.</li> <li>• To promote parental and community involvement in the life of the Trust, including attending Parental Consultation evenings and other pastoral events as required.</li> </ul>

	<ul style="list-style-type: none"><li>• To attend regular meetings before and after Trust hours, including morning briefings.</li></ul> <p>Additional specific responsibilities may be allocated on appointment on consideration of the strengths of the successful candidate and the needs of the Trust.</p>
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### Review and Amendment:

This job description is normally subject to annual review and it may be amended at the request of the Altius Trust or the CEO of the Altius Trust but only after full consultation between all parties. It will be signed if agreement is reached.