



Job Description

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| POST: | Safeguarding Manager |
| RESPONSIBLE TO: | Principal, under the day to day supervision of the Designated Safeguarding Lead |
| SALARY: | Starting salary NJC point 22 |
| KEY RELATIONSHIPS: | Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff |
| LOCATION: | Oasis Academy Mayfield |
| WORKING PATTERN: | Full time, 37 hours per week, term time + 3 weeks |
| DISCLOSURE LEVEL: | Enhanced – 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. |

JOB PURPOSE:

The post-holder will take lead operational responsibility for safeguarding and child protection across the school. They will take part in inter-agency meetings, including reporting to all CP meetings, and contribute pro-actively to the assessment of children.

They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police. The post-holder will ensure that contact is open during out of term time and that the LA is aware of these arrangements.

Managing referrals

- Manage detailed, accurate and secure records of concerns and referrals made in CPOMS in line with school policy and statutory guidance, including all those received from external agencies or safeguarding partners.
- Refer cases of suspected abuse to the local authority children's services.
- Refer cases to the Local Authority and if agreed support the Channel programme where there are radicalisation concerns.
- Refer cases where a crime may have been committed to the police.

Working with staff and other agencies

- Inform the Principal of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.

- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral keeping a clear record of information and any decisions taken.
- Act as a source of support, advice and expertise for staff.
- Assist in the distribution of information on safeguarding to staff.
- Record and recommend actions required as a result of referral in form a safeguarding partner or external agency eg PNN1.
- Understand the assessment process for providing early help and intervention. Pro-actively seek access to Early Help as a route to support children and families, if appropriate.
- Liaise with parents on safeguarding matters where appropriate
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.

Training

- Undergo role specific training to develop and maintain the knowledge and skills required to carry out the role every two years.
- Refresh knowledge and skills at least annually through training/updates to remain up to date with any developments relevant to the role locally and nationally.
- Obtain access to relevant resources to support children, adults and staff relevant to safeguarding.

Raise awareness

- Work with the Designated Safeguarding Leader to enable them to monitor that the schools safeguarding policies and procedures are effective
- Ensure the safeguarding and child protection policies are available and easily accessible to everyone in the school community.
- Link with Southampton Children's Safeguarding partnership and LA officers to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Be alert to the specific needs of children in need, including those with special educational needs, young carers, children looked after and any other vulnerable groups.
- Encourage a culture of listening to children among all staff, ensuring that children's wishes are heard and considered where the school puts measures in place to protect them.
- Ensure that staff understand the need to identify concerns through contextual awareness relating to individual pupils.
- Support staff to proactively raise concerns, understanding the need for immediate action in some cases and clear record to be kept.

Other areas of responsibilities

- Ensure that staff behaviours do not compromise the safeguarding culture at the school.
- Assist in the monitoring and updating of the safeguarding audit and action plan.
- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file keeping record of the transfer using SCC templates provided for this.
- Take responsibility for the secure destruction of electronic files once receipt is acknowledged and keep a record of the destruction.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Carry out student supervision duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

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.

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

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 post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Person Specification: Safeguarding manager

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • Qualification in Safeguarding or having relevant training to the role | <ul style="list-style-type: none"> • Evidence of further education or training relating the field of safeguarding |
| Experience | <ul style="list-style-type: none"> • Knowledge and understanding of the national and regional issues relating to safeguarding • Good understanding of best practice in the field of school safeguarding • Experience of working with others to develop exemplary safeguarding practices | <ul style="list-style-type: none"> • Experience of leading a team • Experience of working with external agencies to support vulnerable children • Experience of introducing new initiatives and/or managing change • Experience of delivering staff training |
| Skills and abilities | <ul style="list-style-type: none"> • Ability to motivate adults and children • Excellent communication and inter-personal skills • Ability to communicate effectively, both orally and in writing with a range of audiences • Has the skills and aptitude to lead and manage teams and be accountable for outcomes to SLT/Governing body • Is able to monitor student and staff performance • Is able to evaluate and review progress and evaluate change • A commitment to, and understanding of, the wider aspects of student development • Has the ability to plan and lead on whole school initiatives • Has the ability to work with parents, external agencies and the wider community • Is flexible, able to work under pressure and meet deadlines • Outstanding record keeping skills. Good ICT skills and admin skills | <ul style="list-style-type: none"> • Demonstrates clear strategic thinking on how to support students with identified needs to make progress • Able to demonstrate outstanding skills in working with multiple agencies to support students. |
| Personal qualities | <ul style="list-style-type: none"> • A deep commitment to inclusion and safeguarding. • The highest levels of personal and professional integrity • Energy and drive • Ability to motivate self and others | |