

Reports To:

Line Manages:

Why

### **Job Summary**

To work with the DSL, the safeguarding team and all Academy staff to ensure that all safeguarding policies and procedures are known and implemented as appropriate.

### **Main Responsibilities**

- To support the development of safeguarding and child protection policies.
- To provide training and guidance for all staff across the Academy.
- Ensure safeguarding concerns raised by staff are accurately recorded and dealt with promptly according to academy policies in line with the Keeping Children Safe in Education document.
- To assist in the coordination of referrals, arranging action and reviewing service for students and families.
- Ensure procedures, systems, structures, resources and personnel in place to promote the welfare and protection of students and support vulnerable families.
- Work with Pastoral Teams to plan and implement appropriate interventions and support.
- Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of students.
- Understand the local authorities' referral processes and ensure the safeguarding needs of individual pupils are identified, met, monitored and appropriate actions are implemented.
- To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium students.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents / carers and their children in order to prevent children becoming looked after and / or suffering significant harm.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer students to outside agencies and co-ordinate referrals.
- To liaise with academy staff in initiating multi-agency referrals for students.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
- To collate and produce statistical information with regards to safeguarding and student groups.
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the academy.
- From referrals, develop a register of students who are 'At Risk' or have child protection plans.
- Liaise, meet and work with DSLs from a variety of feeder schools.
- Continue personal development in safeguarding including regular DSL training.
- Review Academy safeguarding procedures and systems and suggest amendments as necessary.
- Follow agreed policies for communication within the academy.
- Alert the appropriate staff on a need-to-know basis of pupil safeguarding concerns.
- Provide regular updates as appropriate to the DSL on the progression of cases of any issues regarding safeguarding.
- Maintain confidentiality at all times
- Travel between campuses/sites as directed in order to meet the needs of the Academy.
- Any other duties deemed appropriate to the level of the role.

What

Competencies**Framework**

*Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.*

**Development**

*Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours*

**Leading**

*Providing direction to ensure that the resources are available to achieve results in the most effective way.*

**Task Management**

*Establishing appropriate courses of action for oneself and others to accomplish goals*

**Communication**

*Providing direction to ensure that the resources are available to achieve results in the most effective way.*

**Problem Solving/Decision Making**

*Able to identify a potential problem; propose and assess solutions and decide upon course of action*

Interfaces

Scope

Personal Attributes

(level expected when job is conducted to the required standard)

Actively promotes the Trust's ethos internally and externally  
Contribute effectively as a member of the Year Team.  
Contribute to the delivery of an assembly.  
Participate in residential and extra-curricular activities.  
Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.  
Participates in Health & Safety working teams.  
Encourage individual and collective responsibility  
Participate in a whole academy initiative.  
Undertake a departmental responsibility  
Lead training on a relevant issue

Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution

Challenge, influence and motivate others to attain high goals  
Managerial experience is built upon an understanding of Trust ethos

Connects with team members and is accessible to colleagues  
Constructs and develops teams to be effective and fosters the development of others by evaluating the full potential of others  
Motivates and delegates appropriately in order to achieve objectives

Sets clear objectives

May provide guidance and supervision on setting tasks  
Makes medium term plans; anticipates problems and prioritises actions  
Prioritises own workload to achieve project activities in agreed timeframe

Actively informs and briefs colleagues within team of developments, challenges and changes  
Clear, concise and confident when communicating informally both verbally and in writing

Proactive in providing innovative solutions and evaluating alternatives

Takes responsibility within the team for making decisions and moving things forward, requires good judgement

Presents information, recognises the most relevant information and forms conclusions

Internal/  
External

Financial  
impact/budget

People  
(directly/indirectly  
manage)

Travel

Seek opportunities to collaborate with other professionals beyond the academies and across the Trust.

Ensure resources are affordable and available to achieve plans and stated strategic objectives.

Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.

You may be required to travel between campuses/sites as directed in order to meet the needs of the Academy.

Education, Qualifications and Experience (EQE)	<p><b>Essential Criteria</b></p> <p>The successful applicant must have significant experience and training in leading safeguarding within an educational setting</p>
Safeguarding	<p><b>Desirable criteria</b></p> <p>Safeguarding management training and experience of social care, targeted youth and wider inclusion.</p> <p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.