

## Job Description and Person Specification

<b>Job title</b>	<b>Safeguarding and Welfare Lead</b>
Reports to	Headteacher
Contract	Permanent
School	King Offa Primary Academy
Location	Down Road, Bexhill-on-Sea, East Sussex, TN39 4HS
Grade	£37,500-£45,000 FTE
Hours	37hrs per week
Working weeks	Term time only plus INSET days

### Job description

#### Role purpose

The Safeguarding Manager plays a key role in the management of safeguarding and child protection activities, the promotion of the safeguarding and welfare of pupils and in the development of a strong safeguarding culture.

#### Key tasks

- To ensure good communication between families, other professionals, and the staff team
- Make, receive, coordinate and escalate referrals, arranging action and reviewing services for pupils. This includes cases where early intervention may prevent reaching crisis point
- Identify vulnerable pupils within the school and advise relevant staff if pupils are subject to child protection procedures
- Take part in local authority audits/peer reviews
- Identify trends and gaps in relation to safeguarding
- Encourage effective and collaborative multi-agency working to support the protection of vulnerable pupils
- Liaise with Young Carers Support to enable these vulnerable pupils to achieve at school
- Liaise regularly with colleagues and multi-agency teams to develop a detailed knowledge of local services and resources and support effective partnership working
- Keep up to date with local and national issues that may affect our pupils
- Meet with teachers, key stage leads and SLT regularly to discuss their vulnerable pupils and to direct them with key action to take, ensuring they are informed of any new issues and are kept up to date with new protocols or initiatives and to ensure they are aware of any further or new support that is available for pupils and families
- Take part in local initiatives which help promote the welfare of pupils
- Liaise effectively with other schools where pupils have siblings to ensure that referrals are fully informed
- Ensure that safeguarding information for parents/carers and the wider community is available on the school website

- Ensure that any concerns raised by parents/carers or members of the public via the website are dealt with appropriately, including making referrals to other agencies
- Ensure that the school fulfils its statutory responsibilities to vulnerable pupils in relation to child protection and safeguarding
- Attend DSL network meetings, SLT meetings and report on safeguarding to the LAB
- Attend Multiagency, Strategy, Case Conferences, Core groups and Family Support meetings
- Meet with appropriate individuals in other primary schools at time of transition, to help ensure that we are aware of any vulnerable pupils, not just those on a child protection plan
- Ensure all safeguarding files and knowledge are transferred securely when a pupil starts or leaves the school
- Maintain database of vulnerable pupils, knowing which pupils and families are subject to child protection/level 4; Level 3, are LAC (Looked After Child), are SGO (Special Guardianship Order) or a Young Carer
- Initiate the Local Authority escalation process where it is felt that the appropriate action is not being taken by other agencies to safeguard children. This involves liaising with managers and senior managers as required to ensure that timely action is taken.
- Maintain accurate and up to date records of all safeguarding concerns and incidents, reporting any concerns promptly and following up as required
- Review safeguarding files and to review actions taken by staff in relation to safeguarding
- Provide consistent and effective support, advice and expertise to staff on safeguarding issues and when deciding whether to make a referral by liaising with relevant agencies

#### Support of Colleagues

- Undertake line management responsibility for members of the safeguarding team
- Ensure all staff are confident in the use of the school's reporting systems
- Ensure staff are aware of what support is available for their pupils and families
- Work in partnership with the Office Manager to ensure that all Safeguarding and Child Protection training is up to date and coordinate a programme of refresher training as needed
- Work proactively and collaboratively with other members of the staff team

#### Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

#### Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

#### Safeguarding and Child Protection

- Undertake the role of Designated Safeguarding Lead (DSL)



- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
  - All staff must comply with the school's Safeguarding Policy
  - If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
  - It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
  - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

## Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
<b>Qualifications</b>	GCSE level 4 or above in English and Maths, or equivalent	E	C
	A relevant qualification in social work, health or a related field	D	C
	Designated Safeguarding Lead training, or willingness to undertake	E	C/I
	Qualified Teacher Status	D	C
<b>Experience</b>	Previous experience of working within the education sector	D	A
	Previous experience of attending Child Protection, Child in Need and Case Conferences	D	I
	Experience of assessing and managing risk and vulnerability with a particular emphasis on safeguarding in an Educational Environment	E	I
	Experience of delivering and coordinating multi-agency intensive interventions to young people with complex needs through partnership working	E	I
	Experience of work with young people and families in diverse communities	E	I
	Experience of establishing positive relationships with children and/or young people	E	I
	Experience of successful partnership working with schools, external agencies and other stakeholders	D	A
	Experience of working as part of a team	E	I
<b>Skills and abilities</b>	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to utilise ICT effectively and efficiently in your work	E	I
	Ability to work with young people and families with complex needs, assessing and providing appropriate and effective responses in particular to prevent family breakdown, poor school engagement and attendance, exclusions	E	I
	Ability to form and maintain appropriate professional relationships and boundaries with young people and families to ensure effective engagement in interventions	E	I
	Ability to create and maintain high-quality and accurate records	E	I

	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
<b>Knowledge</b>	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	Working knowledge of the Children's Act and Keeping Children Safe in Education Guidance	E	I
<b>Attributes</b>	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	A commitment to giving pupils and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
<b>Other</b>	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I