

## Job Description

<b>Job title</b>	Safeguarding Officer
<b>Grade</b>	Level 6 point 20 - 27
<b>Reports to</b>	Safeguarding Manager
<b>Liaison with</b>	Students, Staff, outside agencies
<b>Job Purpose</b>	To undertake the following responsibilities in consultation and collaboration with the Head Teacher.
<b>Key Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>• To lead on EHAs across the school including timely reviews in line with school procedure</li> <li>• To work with students and/or their families in a holistic manner to improve attendance, progress and well-being.</li> <li>• To assess need for children referred under the school's procedures for Early Help Assessments (EHA) or to for a direct referral to The Streets Ahead Team.</li> <li>• To contact, liaise and meet with parents and students in line with the school's EHA procedures</li> <li>• To complete and renew EHA's in line with the school's procedures</li> <li>• To identify external support needed to support students and families as part of the EHA process</li> <li>• To liaise with professionals externally and internally to ensure support for identified students is implemented</li> <li>• To be a point of contact for students and their families where there is an EHA in place.</li> <li>• To be Deputy designated child protection lead and to follow all legal and statutory requirements regarding safeguarding.</li> <li>• To lead on streets ahead cases in school, attend and contribute to streets ahead review.</li> <li>• To take the role of Lead Professional as required within the EHA process and allocated lead person in school relating to specific Streets Ahead cases.</li> <li>• To co-ordinate and facilitate Team around Child and Family Meetings</li> <li>• To co-ordinate and facilitate standard EHA review meetings</li> <li>• To attend and contribute to Child and Family Locality Panel Meetings as required</li> <li>• To share information with school staff regarding support for students and families within confidentiality guidelines</li> <li>• To work alongside school staff and outside agencies to give holistic support to students and their families</li> </ul>

	<ul style="list-style-type: none"> <li>• To identify Child Protection concerns and liaise with the Designated CP lead</li> <li>• Contribute to and manage effective and efficient systems, processes and procedures in relation to EHA's</li> <li>• To ensure EHA/Streets Ahead referrals are completed in a timely and effective manner.</li> <li>• To ensure statistics are kept updated and contribute to reporting of data to Governors as required</li> <li>• Provide a high standard of written reports and information requested within school and by outside agencies in relation to well-being concerns and safeguarding for students.</li> <li>• Ensure all duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and pupils from discrimination and harassment.</li> <li>• Ensure all statutory and legal requirements regarding Safeguarding are met.</li> <li>• Work as part of a team. <ul style="list-style-type: none"> <li>• To have an up to date knowledge of external support services</li> <li>• Carry out home visits to students, parents and carers as necessary.</li> <li>• Work with the designated child protection lead to action all safeguarding and child protection concerns identified in school.</li> <li>• Making referrals to Social Care where necessary, attending Core Groups, Child Protection Conferences and Reviews, Professionals meetings, strategy planning meetings etc</li> <li>• To lead on liaising with external services for all Looked After Children. This will include regular active participation and information sharing at PEP's and LAC meetings/reviews</li> <li>• Undertake any other tasks reasonably required.</li> </ul> </li> </ul>
<b>Line Management</b>	EWO
<b>Performance Management</b>	Identified in the School's Performance Management Policy

## Person Specification: Safeguarding Officer

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 Qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in Learning Support</li> <li>Designated Child Protection Person training.</li> <li>Level 2 Child protection Training</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Supporting young people for whom there is safeguarding concerns or who are involved with external services.</li> <li>Working with other agencies that support young people and their families.</li> <li>Record keeping and Report writing.</li> <li>Experience, knowledge and understanding of safeguarding procedures in schools.</li> <li>Experience of the EHA process</li> <li>Observe confidentiality requirements</li> </ul>	<ul style="list-style-type: none"> <li>Experience of PEPs and Looked after Children</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>ICT skills</li> <li>Excellent organisational skills.</li> <li>Ability to meet deadlines.</li> <li>Ability to chair meetings.</li> <li>Suitability to work with children and young people and their families</li> <li>Have the credibility to represent the Headteacher of the school when working with other agencies.</li> <li>To be able to manage effectively in volatile and emotionally challenging situations.</li> </ul>	<ul style="list-style-type: none"> <li>Family Group Conferencing.</li> <li>Knowledge of Edexcel</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills and emotional intelligence</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Child Protection Policies/Procedures, the Common Assessment Framework and Integrated Working Model.</li> </ul>	<ul style="list-style-type: none"> <li>• Special Education Needs (Code of Practice).</li> </ul>