



SAFEGUARDING OFFICER TO THE TRUST

Purpose

To oversee operational and strategic safeguarding for children in need and children at risk of significant harm and looked after children.

To advise and support colleagues on child welfare and child protection matters within the academy.

To be a part of the development and delivering of training to colleagues.

Update relevant policies, procedures and guidance as required.

Oversee operational safeguarding to ensure the standards and actions reflect the needs and priorities of all children and their families.

To oversee, assist and respond to student absence concerns with support from identified staff.

To have a key role in whole school improvement for attendance matters.

To work with the Leadership Team to monitor and support vulnerable students.

Leading People

Work cooperatively to develop, empower and support staff across the Academy.

To facilitate strategic and operational progress.

To work collaboratively for planning, monitoring, and evaluation purposes.

To take a key role with external services for children and families.

To facilitate in resolving complex issues as required.

To be part of consultation with children and families as required.

Provide strategic advice, assistance, and support.

To take responsibility for supervision of colleagues when required.

Managing Resources

To prepare and present reports/strategies to the leadership team as directed.

To oversee the response to safeguarding in accordance with legislation.

Ensure active compliance with all relevant policies, protocols and procedures.

To make referrals when necessary and communicate with parents about referrals.

Monitor the school electronic system as an up-to-date record and overview of the current safeguarding issues within the school.

To ensure appropriate and timely response to complaints as required.

Managing Self

Maintain professional knowledge and awareness of all legislative developments and changes.

Promote effective communications and act as an ambassador for the trust.

Participate as required to out of hours emergencies as requested.

To play a lead role in ensuring close and respectful working relationships with families and statutory services to children

Any other duties in consultation with the trust and in accordance with the provision of the role.

Person Specification

You should be able to provide evidence of:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none">• Good IT skills and demonstrably good levels of literacy and numeracy• Experience of working to deadlines• Experience of working with complex and sensitive data• Experience of working with complex families• Working with young people• Knowledge of working in an educational environment	<ul style="list-style-type: none">• Understanding of SEN administration
Knowledge & Understanding	<ul style="list-style-type: none">• The principles and practices of good data management and how these contribute to effective safeguarding• Strategies for ensuring the safeguarding of students across all key stages• Specialist knowledge and understanding of Safeguarding and Child Protection issues, including statutory and regulatory requirements in education.	<ul style="list-style-type: none">• Emerging issues relating to the safeguarding, welfare and wellbeing of children/young people.• Be knowledgeable in the use of CPOMS (Child Protection Online Management System)

	<ul style="list-style-type: none"> Supporting students through a range of internal and external safeguarding provision. 	
Skills & abilities	<ul style="list-style-type: none"> Well-developed analytical, planning and organisational skills. Accuracy in inputting and preparing sensitive and complex information in various formats as directed. Able to prioritise work and to manage work to meet tight deadlines. Adaptability to changing circumstances/ideas. Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills e.g. providing appropriate challenge to ensure the best outcomes for children Make astute decisions based on analysis, interpretation and understanding of relevant data and safeguarding information, including student voice. Ability to address and resolve issues/queries. Evidence of problem solving ability. Able to develop and maintain effective communication systems. Able to manage conflict 	<ul style="list-style-type: none"> Ability to work with a wide range of data effectively.
Personal Qualities	<ul style="list-style-type: none"> Reliability, integrity and stamina. Adaptability to changing circumstances/new ideas. Ability to inspire confidence in staff, students, parents and others 	

	<ul style="list-style-type: none">• Determination to succeed and the highest possible expectations of self and others.• A commitment to inclusive education.• Resilience and perspective.	
--	---	--