

JOB DESCRIPTION

THE FITZWIMARC SCHOOL



Post: Deputy Safeguarding Officer

Responsible to: Assistant Head, Pastoral

Band: Scale 6 pts 12 - 17

Post Holder:

Purpose of the job:

To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.

MAIN DUTIES AND RESPONSIBILITIES

- Be fully aware of, understand and apply the school's Child Protection Policy appropriately.
- Lead level 2 Safeguarding training sessions for new staff and trainees. Update staff on changes throughout the year.
- Attend Child Protection Core Group meetings, Statutory Reviews, TAF meetings and Conferences.
- Complete paperwork requested by Social Care and other agencies e.g. section 17s, Section 47's, Gang Prevention, MARAC, and Operations Triage Team when required.
- Organise and chair TAF and other multi agency meetings.
- Meet with students and parents/carers to establish and improve communication with vulnerable groups when required.
- Assist with responsibility for safeguarding and child protection within the school
- Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Build relationships with outside agencies and sign post parents/carers towards appropriate support.
- Meet with feeder primary schools in preparation to support students joining in year 7.
- Plan organise and run student intervention workshops.
- Assist the Designated Safeguarding Lead with raising awareness of the school's child protection policies as appropriate in line with relevant government guidelines e.g. Keeping Children safe in Education (Appendix B) as amended from time to time, ensuring they are understood and used appropriately
- Assist with the review process of the school's Child Protection Policy and other related policies.
- Refer cases (or support staff making referrals) to Social Care or other relevant agency.
- Liaise with the Designated Safeguarding Lead, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Ensure child protection/safeguarding files are transferred as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time. Liaise with other schools in the receiving of safeguarding files.
- Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time
- Provide cover for the Designated Safeguarding Lead as required.

- Under the direction of the Assistant Head Pastoral undertake administrative support for identified target groups of pupils e.g. Track the progress, attainment and attendance of CIC students and previous CIC students within the school.
- Liaise with outside agencies to organise appointments for students
- Collate data for safeguarding audit and assist the DSL with ensuring all SET procedures are met
- Support and cover Student Services staff when required.
- Undertake administrative duties as required by the DSL
- To undertake invigilation for both public and internal examinations
- To undertake any training commensurate to the post.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Notes

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

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date