

Job title	Safeguarding Officer
Grade	Level 6 point 13-20
Reports to	Safeguarding and Wellbeing Manager
Liaison with	Students, Staff, outside agencies
Job Purpose	To undertake the following responsibilities in consultation and collaboration with the Head Teacher.
Key Areas of Responsibility	<ul style="list-style-type: none"> • To lead on EHAs across the school including timely reviews in line with school procedure • To work with students and/or their families in a holistic manner to improve attendance, progress and well-being. • 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. • To contact, liaise and meet with parents and students in line with the school's EHA procedures • To complete and renew EHA's in line with the school's procedures • To identify external support needed to support students and families as part of the EHA process • To liaise with professionals externally and internally to ensure support for identified students is implemented • To be a point of contact for students and their families where there is an EHA in place. • To be Deputy designated child protection lead and to follow all legal and statutory requirements regarding safeguarding. • To lead on streets ahead cases in school, attend and contribute to streets ahead review. • 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. • To co-ordinate and facilitate Team around Child and Family Meetings • To co-ordinate and facilitate standard EHA review meetings • To attend and contribute to Child and Family Locality Panel Meetings as required • To share information with school staff regarding support for students and families within confidentiality guidelines • To work alongside school staff and outside agencies to give holistic support to students and their families

	<ul style="list-style-type: none"> • To identify Child Protection concerns and liaise with the Designated CP lead • Contribute to and manage effective and efficient systems, processes and procedures in relation to EHA's • To ensure EHA/Streets Ahead referrals are completed in a timely and effective manner. • To ensure statistics are kept updated and contribute to reporting of data to Governors as required • 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. • 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. • Ensure all statutory and legal requirements regarding Safeguarding are met. • Work as part of a team. <ul style="list-style-type: none"> • To have an up to date knowledge of external support services • Carry out home visits to students, parents and carers as necessary. • Work with the designated child protection lead to action all safeguarding and child protection concerns identified in school. • Making referrals to Social Care where necessary, attending Core Groups, Child Protection Conferences and Reviews, Professionals meetings, strategy planning meetings etc • 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 • Your normal place of work is at Chase High School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer • Undertake any other tasks reasonably required.
Line Management	
Performance Management	Identified in the School's Performance Management Policy

Job Description

Person Specification: Safeguarding Officer

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

	<ul style="list-style-type: none"> • Have the credibility to represent the Headteacher of the school when working with other agencies. • To be able to manage effectively in volatile and emotionally challenging situations. • Excellent communication skills and emotional intelligence 	
KNOWLEDGE	<ul style="list-style-type: none"> • Child Protection Policies/Procedures, the Common Assessment Framework and Integrated Working Model. 	<ul style="list-style-type: none"> • Special Education Needs (Code of Practice).