

HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: SAFEGUARDING OFFICER [NON-TEACHING]

Post Title	Safeguarding Officer
Overall responsibility:	Support the Safeguarding and Wellbeing Team
Reporting to:	Designated Safeguarding Lead
Liaising with:	All staff, external agencies and parents/carers
Disclosure Level:	Enhanced
Salary/Grade:	SC6 [Scale 16 – 20]: £25,771.82 - £27,534.19 Term-time

JOB PURPOSE:

To work with staff and children across the school to maintain and develop standards of safeguarding and inclusion, including behaviour, attendance and welfare; to build on the development of a strong safeguarding culture across the Academy.

To be responsible for maintaining safeguarding services in which all staff understand the needs of vulnerable children; to identify those at risk, refer appropriately to the relevant agencies, provide reports for partner agencies and develop a culture in which the safeguarding needs of children and young adults are recognised and appropriately managed. This is to ensure that the Academy meets its statutory obligations, has effective safeguarding systems and ensures the safety of all students.

Main Duties and Responsibilities

The Safeguarding Officer reports directly to the Designated Safeguarding Lead. The Safeguarding Officer will assist the Designated Safeguarding Lead in his/her duty to ensure the School meets its educational and safeguarding aims, maximising the efficient and effective use of its available resources.

Key Tasks and Accountabilities will include the following:

- Act as a champion of the School's Safeguarding Policy and procedures by ensuring all staff have access to and understand them
- Induct new members of staff with regard to the School's Safeguarding policies and procedures
- Provide welcoming, supportive, efficient administrative duties regarding safeguarding and student welfare
- Be responsible for maintaining the student safeguarding systems databases
- Work under supervision of the DSL to liaise with Learning Coordinators, Student Services and the Student Wellbeing team
- Keep accurate, clear and concise records of all safeguarding interventions and consultations and update CPOMS
- Ensure best practice and robust safeguarding procedures are in place
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to Safeguarding in order to be able to offer informed advice to parents, school staff and others
- To act as a point of contact for any child protection or safeguarding concern providing timely, relevant support and advice to safeguard the child

- Make timely external referrals to a range of agencies, including Family Welfare Service and Children's Social Care, in order to appropriately safeguard and support students as directed by DSL or Deputy DSL
- Arrange and attend a range of external agency meetings
- Oversee the coordination of student appointments with external safeguarding agencies, dealing with parent queries when necessary, signposting them to relevant staff members for support
- To attend team and staff meetings as required
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To keep up-to-date on statutory guidance updates and new statutory guidance implementation as and when released
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies
- To know, actively support and comply with all the school's policies and procedures e.g. Health & Safety, Attendance, Equal Opportunities, Child Protection and Behaviour, Data Protection

This post will involve off-site working, including home visits, attendance at meetings at the council offices, and working in school.

Other Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To ensure that the Section 175 Audit published by Hounslow Safeguarding Children Partnership is completed annually, returned by the deadline and reviewed regularly.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager and HR Manager, to reflect or anticipate changes in the job commensurate with the salary and job title.

Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

SAFEGUARDING CHILDREN

Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

PERSON SPECIFICATION

Qualifications and Experience		Essential	Desirable	Evidence
1	To have a good level of education including English and Maths GCSE [A* to C/4-9] or NVQ3 qualifications	✓		A
2	To have a Degree or Higher Education qualifications [or equivalent]	✓		A
3	To have successfully undertaken appropriate statutory Child Protection Training [Level 2]		✓	A
4	To have a successfully undertaken [or willingness to undertake] Child Protection Training at Level 3 [DSL]	✓		A
5	To have a relevant professional qualifications which support the expertise of the safeguarding field [i.e. Social Services, Police, NHS or working with children]		✓	A
6	To have evidence of appropriate professional development for the role of Designated Safeguarding Lead		✓	A
7	To have evidence of recent experience of working within the field of Safeguarding	✓		A
8	To have taken an active involvement in working with a range of external agencies, policies and protocols		✓	A,I,R
9	To have had experience of and the ability to contribute to staff development		✓	A,I,R
10	To have previously worked as a Safeguarding Officer		✓	A
11	To have experience and training in using CPOMS		✓	A,I
Knowledge and Skills				
13	To have a knowledge and understanding of Safeguarding in relation to the education sector [secondary phase]	✓		A,I,R
14	To be able to effectively use systems and policies to monitor and support the safety and welfare of all students	✓		A,I
15	To be able to demonstrate an understanding, awareness and empathy for the needs of the students	✓		R, I
16	To have an excellent standard of verbal communication, able to convey advice clearly and concisely	✓		A, R, I
17	To have excellent interpersonal skills with the ability to develop successful working relationships	✓		A, R, I
18	To have a good standard of written communication, able to write fluently and concisely with attention to detail	✓		A, R, I
19	To set high expectations which inspire, motivate and challenge students	✓		A, R, I
20	To have an excellent understanding of SEND policies and procedures		✓	A, I
21	To promote good progress and outcomes for students	✓		A,I
22	To have good time management skills, together with a methodical and organised approach to work in order to plan and organise yourself and others	✓		A,I,R
Personal Attributes and Behaviours				
23	To be personally committed to developing a distinctive and inclusive ethos in the School	✓		R, I
24	To be able to relate to students, staff, parents/carers and visitors in a positive and constructive way	✓		R, I
25	To be helpful, friendly, approachable and professional at all times in dealing with people	✓		R, I
26	To possess integrity, optimism, resilience, calmness and a sense of proportion	✓		R, I
27	To have the ability to display a calm, tactful and responsible attitude	✓		A, R, I
28	To have a flexible approach and the ability to adapt to change within the working environment	✓		R, I
Ability to Fulfil Wider Professional Responsibilities				
29	To have a willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
30	To have an ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

Key to Evidence: A = Application

I = Interview

R = References