



JOB DESCRIPTION



Post Title: Safeguarding Officer	
Department: Children, Young People & Culture	Establishment/Post No:
Division/Section: Education - Primary Schools	Post Grade: Grade 9
Location: St. John's CE Primary School – part of the Christ Church Multi Academy Trust	Post Hours: 37 hours per week term time plus 5 days
Special conditions of Service: Some evening work will be required occasionally. Work at other schools within the trust may be required.	
Purpose and Objectives of Post: <ul style="list-style-type: none"> To work in partnership with children, families and partners where there is a significant risk of poor outcomes to ensure that they benefit most from Education Services. To lead on safeguarding and family engagement with school under the supervision of the DSL. To be the named contact for safeguarding procedures in the school. To promote and recommend a package of services to these families which improves and encourages positive outcomes for children and young people. Support and engage with vulnerable families. 	
Accountable to: Head Teacher	
Immediately Responsible to: Head Teacher / Designated Safeguarding Lead (DSL)	
Immediately Responsible for: None	
Relationships (Internal and External) Pupils. Members of the public. Parents & carers of children School staff. All departments of the authority. Outside agencies including health and education. Voluntary agencies	

Control of Resources

Use of school resources within remit of the job description.

Signposting to wider agencies and referrals to in house learning and pastoral support.

Duties/Responsibilities

- To offer individual packages of support and group work to families. This will involve home visits, work with families at drop in sites and telephone support.
- Contribute towards holistic assessments of families' needs and co-ordinate work which meets the individual needs of all families in the community.
- To take an active role in safeguarding systems within school and the Local Authority.
- To contribute to and where appropriate initiate & manage TAF assessments.
- To encourage and actively promote families to access services by linking families with specialist agencies and mainstream organisations.
- Where appropriate to act as lead professional for individual children.
- Organise and support evidence-based group work to families on a range of issues such as parenting programmes, confidence building, cognitive behaviour therapy etc.
- Adhere to all school policies and procedures ensuring confidentiality at all times.
- Support families in accessing Early Help from a range of professionals in the Bury area.
- Evaluate and monitor all work carried out.
- Improve inter-agency working and joint planning
- Attend and report to meetings, case conferences, reviews and forums.
- To contribute to closing the attainment gap for vulnerable pupils including those in receipt of pupil premium by encouraging families to maximise engagement with school and learning.
- Liaise and work closely with other agencies and departments to ensure families receive integrated services.
- Maintain school records / database as appropriate (CPOMs)
- To actively engage with both adults and children.
- Help run information and awareness raising sessions / workshops for parents on specific topics e.g. health issues, specific conditions, local services, parenting and family learning.
- To participate in regular team meetings and other meetings as and when required.
- To liaise closely with staff in school - leadership, teachers, support staff.
- Liaise closely with the School Attendance Officer.
- To attend external and internal training as appropriate.
- To lead training focussed on safeguarding and parental engagement to develop other school staff.
- To be aware of the importance of good health and safety practice both within school, on home visits, at outreach venues, in activities/sessions and meetings.
- To be aware of equal opportunity issues and values and build this into the day to day work that takes place.
- To act in accordance with the aims of the school and work closely with other staff and multi-agency workers.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service).

Job description prepared by:	Sign:	Date:
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

St. John's CE Primary School
PERSON SPECIFICATION: SAFEGUARDING OFFICER

Education/knowledge <ol style="list-style-type: none"> 1. Qualification in supporting children and young people 2. Designated Safeguarding Lead Certificate 3. Awareness of factors impacting on and issues facing vulnerable children and their families eg poverty, disadvantage, special educational need, attendance at school 4. Knowledge and understanding of children's development 5. Knowledge of safeguarding and promoting the welfare of children 6. Knowledge of legislation relevant to supporting children particularly around the new KCSIE framework 7. Evidence of relevant Continuous Professional Development and training to support role 8. Knowledge and understanding of risk assessment 	<ol style="list-style-type: none"> 1. AF 2. AF/I 3. AF/I 4. AF/I 5. AF/I 6. AF/I 7. AF/I 8. AF/I 	<ol style="list-style-type: none"> 1. Essential 2. Essential 3. Essential 4. Essential 5. Essential 6. Desirable 7. Essential 8. Desirable
Experience <ol style="list-style-type: none"> 1. Experience of working in children's settings for example schools, local authority services, voluntary organisations, charities 2. Experience of applying safeguarding and child protection policies and procedures consistently and effectively 	<ol style="list-style-type: none"> 1. AF/I 2. AF/I 	<ol style="list-style-type: none"> 1. Essential 2. Essential
Skills and abilities <ol style="list-style-type: none"> 1. Ability to listen to and communicate effectively with children and families 2. Ability to work in a sensitive, calm and professional way with children and families 3. Ability to work as part of a team and communicate effectively with others to achieve the best outcomes for children and families 4. Ability to liaise formally and informally with senior staff in school 5. Ability to liaise formally and informally with families 6. Ability to work in partnership with other professionals including within the local authority 7. Ability to take accurate minutes of meetings and keep concise written records 8. Ability to write time-related reports and produce other management information 9. Ability to record case notes and chronologies accurately and clearly 10. Ability to use ICT effectively to record and store information and data confidentially 11. Ability to write to a high standard of English 12. Ability to analyse and resolve problems occurring in relation to children and families 13. Ability to work independently, with good organisational skills 14. Ability to adhere to and apply school policies at all times 15. Ability to deliver staff training where appropriate 16. Awareness of the importance of positive mental health for pupils, families and professionals 	<ol style="list-style-type: none"> 1. AF/I 2. AF/I 3. AF/I 4. AF/I 5. AF/I 6. AF/I 7. AF/I 8. AF/I 9. AF/I 10. AF 11. AF/I 12. AF/I 13. AF 14. AF 15. AF 16. AF/I 	<ol style="list-style-type: none"> 1. Essential 2. Desirable 3. Essential 4. Essential 5. Essential 6. Essential 7. Essential 8. Essential 9. Essential 10. Essential 11. Essential 12. Essential 13. Essential 14. Essential 15. Essential 16. Essential

Employees of The Christ Church Multi Academy Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.