



STONE LODGE
SCHOOL

Job Description

Job Title: Safeguarding & Student Welfare Lead

Salary Range: £33,336 – £38,855 pa (actual salary £29,936 – £34,892 pa depending on experience)

Grade: Grade 9

Responsible to: Senior Leadership Team

Working pattern: 37 hours per week, 40 weeks per year (term-time plus 5 inset days and 5 additional days)

Main purpose

The role of the Safeguarding and Student Welfare Lead is to work closely with children and their families, encouraging cooperation, communication and understanding between the school and home. The Safeguarding and Student Welfare Lead will be a key part of the school community, leading the coordination of safeguarding concerns and referrals including attending, facilitating and leading meetings with external agencies including social workers and child protection professionals.

You will be the main link between Stone Lodge School and other agencies in conjunction with the Designated Safeguarding Lead, promoting a strong culture of safeguarding across the school.

Duties & Responsibilities:

- Demonstrate and implement a culture of listening to students among all staff, ensuring that students' feelings are heard and that the school puts measures in place to protect them.
- Support with whole school training and advice, ensuring all staff are being highly alert and vigilant to safeguarding concerns and potential risks.
- Ensure there are quality child protection policies and procedures in place to monitor, review and evaluate arrangements for the protection of students, including the review of record keeping and systems within the school
- Liaise with external professionals, teachers and parents whenever necessary, ensuring robust and efficient information sharing between professionals is swift and effective.
- Support Early Help Assessment (EHA), Team Around the Family (TAF), Child in Need (CIN), Child Protection (CP) with processes and referrals. Attending meetings when required and lead on support plans to meet all safeguarding needs and record the actions on Edukey.
- Undertake case reviews to ensure efficient safeguarding procedures are being followed in a timely and effective manner and provide training where appropriate
- Alert the designated safeguarding lead of any safeguarding concerns and support in referring vulnerable students to the appropriate support services.

- Acting as a DDSL, be the safe person for students who feel under threat from others, or students who may be experiencing difficulties, especially supporting the care of students where their living arrangements are at risk of breakdown.
- Provide supervision during and after school where necessary, including the supervision of students that have been removed from class due to behaviour or well-being issues.
- Oversee case load of students who have significant safeguarding concerns, liaising with professionals, parents and school staff regularly to ensure the safety and wellbeing of the child
- Meet with key students on caseload regularly and provide appropriate interventions of support
- Provide professional supervision to pastoral staff who work closely with children with safeguarding concerns
- Maintain accurate, confident, and up to date documentation on all cases, support pastoral leaders to do the same and always uphold excellent communication with leaders.
- Regularly attend relevant training, development events and forums to keep up to date with role skills, student assessments and interventions that are in place.
- Engage in Section 175 safeguarding audits and respond proactively to advice from governors and other professionals
- Ensure all new admissions protection files are transferred from the previous school and all relevant information is shared and actioned. Additionally support with the safeguarding of all leavers.
- Investigate incidents, collect, and collate statements to pass on to the relevant parties including social workers and police.

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.

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding within the education sector. • Ability to liaise effectively with other professionals in and out of the school and with parents/carers. • Knowledge of relevant procedures and legislation in child protection and the ability to apply this practice 	<ul style="list-style-type: none"> • To have experience/knowledge in Edukey/willingness to undertake training and adopt its effective use quickly. • Previous experience using information systems within schools • Awareness of requirements of SEN and disability.
Qualifications & Experience	<ul style="list-style-type: none"> • Relevant professional qualifications which support the expertise of the safeguarding field (i.e. Social Services) Appropriate child protection training. • Previous experience in the Social service sector, children and young people services or working with the Designated Safeguarding Lead in schools • Experience of working within field of safeguarding, its complexities and child protection issues. • Experience of working with local authority bodies or other organisations. • Experience of managing robust record keeping 	<ul style="list-style-type: none"> • Evidence of Continuing Professional development in Safeguarding. • Experience of working with people with additional needs.
Skills & Abilities	<ul style="list-style-type: none"> • Set high expectations which inspire, motivate and challenge students. • Understanding of SEND policies and procedures. • Promote good progress and outcomes by students. • Ability to manage difficult situations in a professional and sensitive manner which demonstrates support and mutual respect. • ICT, organisational, time management and admin skills. • Ability to maintain confidentiality at all times. • Able to effectively communicate with students, parents and staff. • Able to act on own initiative and to prioritise workload. 	<ul style="list-style-type: none"> • Ability to work with, lead and organise a team of professional colleagues. • Ability to deal with challenging behaviour.
Professional attributes	<ul style="list-style-type: none"> • Ability to demonstrate an understanding, awareness, and empathy for the needs of the students within school and how these could be met. • To have excellent written and oral communication skills. 	<ul style="list-style-type: none"> • To be a leader of Safeguarding by, professionally demonstrating, promoting, and encouraging effective staff and student well-being at all times. • Takes timely and effective action where required.

Personal attributes	<ul style="list-style-type: none">• Flexible attitude to work.• Able to manage own caseload effectively• Willingness and ability to continue learning.• Able to work well under pressure.• Commitment to undertake in-service development including courses leading to relevant safeguarding or child protection qualifications if necessary.	
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Application process:

Applications will be processed as they arrive, with interviews following shortly after. We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.
All offers of employment are subject to an Enhanced DBS check.***