  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job Title: | Designated Safeguarding Lead & Student Welfare Officer |
| JD Reference: | STD ED 21 |
| School/Academy: | Nene Park Academy |
| Weeks: | 40 Weeks |
| Hours of work: | 37 Hours |
| Salary: | Grade 9 |
| Responsible to: | Designated Safeguarding Lead |

|  |  |
| --- | --- |
| Role: | To provide support to the DSL and students with safeguarding and/or welfare concerns. |
| Purpose of the job: | Deputise for DSL in managing safeguarding referrals and support to vulnerable students.  Plan and deliver practical support, advice and guidance to vulnerable students and their families. |

**Responsibilities and Accountabilities:**

**Main responsibilities**

* Deputise as designated safeguarding lead for the school, overseeing the child protection work and cause for concern records for the whole academy.
* Work closely with the Inclusion team to ensure the welfare of students attending the school.
* Co-ordinate the early help pathway provision, complete assessments and attend panels to present cases where necessary.
* Identify and address the needs of the most vulnerable students and families in order to overcome barriers to learning.
* Support families to be the best parents they can be so that they are able to support their child’s learning and wellbeing.
* Work in collaboration with the School Safeguarding team to ensure continuing and cohesive support for identified families.
* Be familiar with, and know how to implement, all statutory safeguarding guidance, including KCSIE and the Prevent Duty.

**Specific responsibilities: Welfare and Safeguarding**

* Accountable for ensuring the use and development of the internal referral system for all cases reported and administering the system in school.
* Understand and implement the appropriate use of external referral processes including LA procedures and the procedures of other external agencies.
* Liaise with external agencies including the Child Protection Team and Social Services where there are Child Protection concerns and initiate referrals for an Initial Assessment of Need.
* Attend case conferences, core group meetings, Child In Need (CIN) and Team around the Child (TAC) meetings, outside term time if required.
* To action caseloads as assigned by the DSL.
* Responsible for working with wider pastoral teams in school to support the welfare and wellbeing of students.
* Have a clear understanding of the needs of vulnerable students, including CIC, those previously looked after, Young Carers, those seeing a CAMH professional and internal and external counsellors. Support these students as required.
* Take responsibility for child protection and for those students looked after by the Local Authority in liaison with other senior DCP leaders.
* Work with vulnerable children and their families as identified by the Headteacher for inclusion and undertake assessment, including Early Help Assessments. Develop a plan that meets their needs, addresses family issues and supports them to access appropriate services to enhance the team around the family.
* Adhere to protocols where referrals to Social Care and Health should, wherever possible, be with the knowledge and / or consent of the student and / or their parents, unless to obtain such consent would place the child at risk of significant harm.
* Advise and provide CPD to staff within the academies and across the trust on safeguarding matters as academy, local and national needs require.
* Promote Child Protection Awareness within the Academies, offering guidance on the Framework for Assessment of Need.
* With colleagues, help identify factors affecting an individual students’ wellbeing and behaviour within the academies and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
* Support students and families who are at risk of academy exclusion because of a number of factors including poverty, poor housing, refugee status etc.
* Keep accurate records of information, referrals and completed work.
* Establish effective communication with staff to ensure student’s needs are met and use detailed knowledge and specialist skills to support learning and progress, promote independence and develop social/emotional needs.
* Maintain appropriate resources, databases, and case files e.g., Outcome Stars, CP files and making notes at meetings.
* Maintain confidential, efficient and comprehensive CP records, providing regular reports as required.
* Help identify factors affecting an individual pupil’s well-being and behaviour in school and at home and facilitate appropriate interventions with other professionals and agencies where necessary.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure students’ wellbeing.
* Support administration for the leadership teams in terms of student attendance to after school sanctions, liaising with home as appropriate.

**Support to the School/Academy/Place of work:**

* Participate staff events by arrangement.
* Attend Staff Meetings.
* Contribute and participate in Trust events and activities where possible.
* Develop and maintain effective working relationships with other staff and parents/carers.
* Adhere to the values of Meridian Trust and work with the ethos of the academy.
* Follow academy policies, practices and procedures.
* Be aware of, and comply with, policies and procedures (safeguarding policy and procedures, health, safety and security, confidentiality and data protection) in all work undertaken.
* Accompany staff and students on visits, trips and out of school activities as required.

**Data Security:**

* Act under legal provisions regulating confidentiality and security of data and information following GDPR regulations.

**Health and Safety:**

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
* Co-operate with the Trust on all issues to do with Health, Safety & Welfare
* Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
* Contribute to the maintenance of a safe and healthy environment

**Continuing Professional Development:**

* In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
* Participate in the annual appraisal system
* Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
* Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
* Keep up to date with current and new legislation and statutory guidance.
* Participate in relevant training and maintain an up-to-date working knowledge of relevant issues, disseminating this information to other pastoral and support staff as appropriate.

**Child Protection and Safeguarding**

* The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
* Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: September 2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification:**  **DDSL, Welfare and Safeguarding Lead** | | Assessment Key:  A = Application Form  I = Interview | | |
|  |  |  | | |
| **Education and Qualification** | | **Essential** | **Desirable** | **Assessment** |
| 1 | Good educational background with GCSE or equivalent in English Language. | ✓ |  | A |
| 2 | Educated to Degree level or equivalent. | ✓ |  | A |
| 3 | Trained DSL with relevant experience. | ✓ |  | A |
| **Experience** | | **Essential** | **Desirable** | **Assessment** |
| 4 | Experience of working with multi agency teams in an education setting. | ✓ |  | A/I |
| 5 | Experience of working with children across secondary key stages (KS3 and 4) with evidence of having achieved successful student outcomes. | ✓ |  | A/I |
| 6 | Experience of working in a pastoral care role within a school environment. |  | ✓ | A/I |
| 7 | Experience of working external agencies and their policies and procedures. |  | ✓ | A |
| **Knowledge and understanding** | | **Essential** | **Desirable** | **Assessment** |
| 8 | Understanding of the education system. | ✓ |  | A/I |
| 9 | A good knowledge of the SEND Code of Practice. | ✓ |  | A/I |
| 10 | Knowledge of the concept of confidentiality. | ✓ |  | I |
| 11 | Awareness of child protection issues. | ✓ |  | I |
| 12 | Experience of community outreach work. |  | ✓ | A/I |
| **Skills and abilities** | | **Essential** | **Desirable** | **Assessment** |
| 13 | Skilled at making and sustaining positive relationships with children. | ✓ |  | I |
| 14 | Ability to use language and other communication skills that parents, and students and staff members can understand and relate to. | ✓ |  | I |
| 15 | Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students. | ✓ |  | I |
| 16 | Excellent written and oral communication skills. | ✓ |  | I |
| 17 | Ability to contribute to team meetings and contribute ideas. | ✓ |  | I |
| **Personal Qualities** | | **Essential** | **Desirable** | **Assessment** |
| 18 | Willingness to undergo further training and development. | ✓ |  | I |
| 19 | Positive and enthusiastic approach towards work. | ✓ |  | I |
| 20 | Ability to act on own initiative. | ✓ |  | I |
| 21 | Kindness and empathy towards students and colleagues. | ✓ |  | I |
| 22 | Ability to work as part of a team effectively. |  |  | I |
| **Child Protection** | | **Essential** | **Desirable** | **Assessment** |
| 23 | Support the Academy policies on safeguarding and child protection. | ✓ |  | A/I |
| **Other** | | **Essential** | **Desirable** | **Assessment** |
| 24 | Flexibility of working hours. | ✓ |  | A/I |