

## Job Description : SAFEGUARDING & WELLBEING OFFICER

### Key Information

**Post Title:** Safeguarding & Wellbeing Officer

**Contract type:** Permanent, term time + 10 days

**Salary: Scale 6, Points 18-22**

**Reports to: Principal**

**Location: Woodlands Academy**

**Additional information:**

### Purpose of Post

- To support the development of safeguarding and child protection policies, training and procedures and guidance for the Academy.
- To assist in the coordination of referrals, arranging action and reviewing service for students and families.

### Main duties and responsibilities

#### **Policy & Process**

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of students and support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of students. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium students;
- To implement child protection policy and procedures;
- Encourage good practice by promoting and championing the child protection policy and procedures;
- Respond appropriately to disclosures or concerns which related to the well-being of a student;
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required;

#### **Internal & External Relationships**

- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents / carers and their children in order to prevent children becoming looked after and / or suffering significant harm;
- Where required, liaise with statutory agencies and ensure they have access to all necessary information;
- To initiate and refer students to outside agencies and coordinate referrals;
- To liaise with academy staff in initiating multi-agency referrals for students;
- When appropriate, to act as lead professional and co-ordinate Team Around the Child meetings;
- To support the care of children where their arrangements are at risk of breakdown;
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out and monitored;

#### **Data & Planning**

- To collate and produce statistical information with regards to safeguarding and student groups;
- To work with identified pupil premium groups and their families to narrow the attainment gap;
- To plan and assist on safeguarding training within the academy;
- Attend and participate in Child Protection Conference and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours;
- Plan and complete professional assessments of need and risk in respect of parents and carers using the relevant procedures for children in need and significant harm. Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the Academy;
- To maintain confidentiality at all times;
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to co-ordinate and monitor all referrals and recommendations with the Academy;
- From referrals, develop a register of students who are 'At Risk' or have child protection plans.

*Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.*

## Person Specification : SAFEGUARDING & WELLBEING OFFICER

Specification	Essential	Desirable	Evidence
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>5 GCSE or equivalent at Grade C or above, including English and Maths</li> <li>Evidence of recent professional development</li> </ul>	<ul style="list-style-type: none"> <li>A Levels or equivalent</li> <li>Post qualifying training in social work, counselling or other professional development areas relevant to working with families / parents / children and young people</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience in motivating children / young people by establishing empathic and supportive working relationships</li> <li>Experience in working as part of a team to reach agreed targets and outcomes for children / young people</li> <li>vulnerable children / young people in either education, social work, youth work or another related area of work</li> </ul>		
<b>Professional knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>Demonstrate knowledge of the principles involved in giving advice and guidance to children / young people</li> <li>Knowledge of Child Protection Procedures and intervention work</li> <li>Knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils / students and families</li> <li>Ability to summarise clearly and concisely and articulate concepts and proposals</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to produce concise and complex reports</li> <li>Ability to maintain records, taken clear minuted meeting notes and write reports</li> <li>Ability to work on one's' own initiative, balance competing priorities and organise a work schedule</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Pleasant and friendly manner</li> <li>Reliable and consistent in approach to work</li> <li>Commitment to working as part of the whole Academy team and supporting the vision and values of Harbour Learning Trust</li> </ul>		