



## Job description: Safeguarding Officer

<b>Location</b>	Grampian Primary Academy
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Term Time (39 weeks) – 29.6 hours per week (4 days per week)
<b>Pay range</b>	NJC 9-14 £25,119 - £27,803 FTE
<b>Reporting to</b>	Head Teacher

### Job purpose

To work with the DSL, the safeguarding team and all Academy staff to ensure that all safeguarding policies and procedures are known and implemented as appropriate.

To provide advice, guidance and support for pupils, families and staff to plan and implement interventions and support where appropriate.

To proactively engage with families and offer support during internal and external multi-agency meetings.

### Main duties and responsibilities

- Effective implementation of safeguarding policies and procedures across the academy.
- No direct line management responsibilities;
- Disseminate statutory training and demonstration of duties to other employees, students, trainees and participation in safeguarding processes and responsibilities.
- Contribute to the annual safeguarding audits for the Trust and the appropriate local Safeguarding Children Board.
- Identify suitable training for Academy staff including the induction of new starters.
- Consult and inform relevant staff, parents and outside agencies, whenever necessary, to ensure the safeguarding needs of individual pupils are met. Be a point of contact for, and liaise sensitively with parents and carers regarding their safeguarding role.
- Lead referrals to outside agencies and proactively liaise with external agencies involved with the welfare of students.
- Work with the curriculum lead to ensure E-Safety meets safeguarding requirements.
- Work with pastoral teams to plan and implement appropriate interventions and support.
- Understand the local authority's referral processes and ensure the safeguarding needs of individual pupils are identified, met, monitored and appropriate actions are implemented.
- Ensure safeguarding concerns raised by staff are accurately recorded and dealt with promptly according to academy policies in line with the Keeping Children Safe in Education document.

- Provide administrative support with all aspects of safeguarding and monitor the accuracy and quality of safeguarding records including storing, receiving and ending safeguarding files.
- Provide safeguarding advice, guidance, support and expertise for pupils and staff.
- Attend safeguarding meetings, working with specialist agencies to help to provide for the needs of identified pupils. To facilitate the sharing of relevant information with parents and between other support services and external agencies as appropriate.
- Liaise, meet and work with DSLs from a variety of feeder schools.
- Follow agreed policies for communication within the academy and ensure that all school policies and procedures are current and are followed consistently across the school.
- Alert the appropriate staff on a need to know basis of pupil safeguarding concerns.
- Provide regular updates as appropriate to the DSL on the progression of cases of any issues regarding safeguarding, together with weekly update meetings.
- Act as the investigating officer for disciplinary investigations of Gross-Misconduct or Misconduct (LADO related).
- Deputise for the Designated Safeguarding Lead in their absence.
- Maintain confidentiality at all times.
- Travel to other Academy schools/sites in order to meet the needs of the Academy.
- Establish productive working relationships with students, families and colleagues.
- Pupil home visits if required.
- Be the first point of contact and lead for safeguarding disclosures, concerns and referrals, providing expert advice and guidance, completing all necessary documentation and ensuring that full and accurate records are maintained.
- Pupil home visits if required.
- Work in close partnership with the inclusion team.
- Assist in the preparation and filing of Ofsted related documents.
- Any other duties deemed appropriate to the level of the role

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

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

## Person specification: Safeguarding Officer

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
NVQ Level 2/3 or equivalent	✓	
GCSE English and Maths, grade A* - C or equivalent and relevant professional qualification	✓	
Knowledge and experience of dealing with complex child protection and safeguarding procedures and issues.	✓	

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
At least 2 year's experience in a similar role	✓	
Experience of working with families and parents.	✓	
Experience of working with professionals from other agencies.	✓	
Proven ability to manage complex and sensitive safeguarding matters and provide crisis interventions and guidance to all members of staff, pupils, parents/carers.	✓	

<b>Skills and Abilities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
An ability to establish positive relationships with a diverse range of pupils and empathise with their needs.	✓	
An ability to establish positive relationships with Parents/Carers and all stakeholders and empathise with their needs.	✓	
Highly organised and thorough.	✓	
An ability to make a significant contribution to the safeguarding processes/procedures in school.	✓	

An ability to build and sustain appropriate relationships and manage personal and professional boundaries with children and families.	✓	
An ability to develop and maintain effective working relationships with other team members and contribute to the work of the team.	✓	
An ability to promote and develop positive attitudes to school	✓	
An ability to to complete tasks to a high standard	✓	
Ability to work with individuals from diverse backgrounds.	✓	
Confident in the use of ICT and ability to use various ICT packages, eg. Word, databases, one-drive etc.	✓	
An ability to create and nurture strong links with parents and other adults/agencies.	✓	
Ability to foster constructive relationships with, and gain the confidence of young people, parents/carers and colleagues.	✓	
Ability to react positively and remain calm under pressure	✓	
Ability to work constructively as part of a team or on your own.	✓	
Ability to self manage and prioritise workloads effectively using own initiative.	✓	
Exceptional communication both oral and written	✓	
Are a Clear and Effective Communicator	✓	
Able to maintain confidentiality	✓	
Willingness to attend offsite meetings.	✓	
Willingness to undertake further professional training and development	✓	

<b>Knowledge</b> <i>(Application/ Interview/ References)</i>	<b>Essential</b>	<b>Desirable</b>
An understanding of the impact social disadvantage has on families		✓

A understanding of child protection policies and procedures and a commitment to the principles of best practice	✓	
Health and safety policy in schools and the responsibility of the individual in ensuring its implementation	✓	
Equalities and inclusion policies and how these are implemented in schools	✓	