



## DRAFT JOB DESCRIPTION

JOB TITLE:	Safeguarding Officer
GRADE:	Grade D
WORKING WEEKS/ HOURS:	39 weeks; 37 hours per week
TIMES WORKED:	8.00am – 4.00pm Monday to Thursday and 8.15am - 3.45pm Friday
BASE:	The Student Hub

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** TO BE APPOINTED

**Reports to:** Deputy Headteacher - Safeguarding

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

This role involves liaising with the pastoral teams, teaching staff and wider community to ensure all of our students are cared for under the direct leadership of the Deputy Headteacher and Designated Safeguard Lead (DSL).

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### RESPONSIBILITIES/ACCOUNTABILITIES:

- Receiving and responding to safeguarding concerns raised in school
- Recording safeguarding concerns on our CPOMs system
- Ensuring that CPOMs is kept up to date, and current.
- Attend Child Protection and Child in Need meetings, core group meetings and Early Help Hub meetings for our students and families
- Prepare reports for CP/CIN meetings
- Prepare reports for SLT and govs around safeguarding
- Liaise closely with our Directors of Progress and Achievement on safeguarding themes and issues in their year group
- Work with students who have safeguarding concerns to support them in school.
- Liaise with parents and carers where there are concerns, including ongoing contact over time

- To liaise with the Attendance team where there are students missing education or whose absence or punctuality is a concern
- Work within the Student Hub to support Student Services, First Aid and our well-being areas.
- Support the Restorative and Reflection room where needed with matters of safeguarding.

## NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SLL – Pastoral.

Date Prepared: June 2024

Prepared By: HR

Date Reviewed:

Reviewed By: