

# Safeguarding Officer – (School anxiety & mental health support)

Salary: Band 7 SCP 11-17

Hours: 37 hours per week TTO + 5 days

## Job Description

### Purpose of the Post

To work alongside the Designated Safeguarding Lead, Assistant Principal (Attendance) as a safeguarding officer with a specific remit to support those students in and out of school with high levels of anxiety and mental health issues. A particular focus at the start of this role is working with Emotional Based School Avoidance students.

### Main duties and responsibilities

Deputy DSL in line with duties stated in Annex C KCSiE 2023

- Supporting DSL/DDSL (Early Help Co-Coordinator) with meetings, referrals and day to day safeguarding duties.
- Undertaking Early Help Assessments for identified pupils and their families, acting as Lead Professional where necessary.
- Maintaining accurate records of welfare and child protection concerns using CPOMs.
- To conduct home visits to families to build strong relationships with school.
- To visit students who are persistently absent from school and construct a plan to support the student and families to return to education
- Develop and foster links with the school's partners, stakeholders and other outside agencies.
- Support the vision and values of the school
- Act as a role model to students
- Put the well-being, development and progress of students first
- Demonstrate respect for diversity and promote equality
- Work effectively as part of whole-school teams
- Cooperate professionally with other colleagues
- Help students to become confident and successful learners
- Strive to establish productive and supportive partnerships with parents/carers
- Demonstrate honesty, integrity and uphold public trust and confidence in the teaching profession
- Promote and be committed to the aims, objectives and values of Parkside School
- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Provide parenting support and information for parents
- Share information about the welfare, safeguarding and child protection issues that children are experiencing, or have experienced with key adults within the school
- Acting as a source of support, advice and expertise to staff and parents
- Supporting any referrals to the Local Authority under 'Children Missing in Education' requirements

### 1) Support for the School:

- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, data protection, reporting all concerns to appropriate person.
- Be aware of and support the difference and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and ethos of the school
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- To consolidate, uphold and contribute to the School's Equal Rights Policies.
- To support and actively contribute to the school's discipline and rewards system.

## Employee Supervision: Designated Safeguarding Lead

### Person Specification

Qualifications and experience		
	Essential	Desirable
<b>Education and Training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• NVQ Level 4 or equivalent qualification or experience in relevant discipline.</li> <li>• GCSE English and Maths (A-C) or equivalent eg. Adult Literacy/Numeracy at level 2.</li> <li>• Knowledge of safeguarding procedures for children and young people</li> <li>• Clean driving licence and access to a car</li> </ul>	<ul style="list-style-type: none"> <li>• Social work, youth work, counselling, teaching or mentoring qualification and or experience.</li> <li>• Full understanding of the range of support services/providers available to schools and young people.</li> <li>• Currently qualified/or working towards a Deputy Safeguarding Lead or held a previously accredited safeguarding qualification</li> <li>• Safeguarding training – multi agency working</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of communicating positively with others</li> <li>• Experience of working as part of a team.</li> <li>• Understanding and some experience of safeguarding matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age, assisting in their development.</li> <li>• Experience of working with support and subject staff.</li> <li>• Experience of working with students with additional needs.</li> <li>• Recent relevant experience of working with young people whose learning may have been impeded due to a range of circumstances.</li> <li>• Recent and appropriate experience of enabling families/carers to access support agencies.</li> <li>• Experience of using Attendance and Safeguarding systems within schools (e.g. CPOMS)</li> </ul>
Professional knowledge		
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of safeguarding children.</li> </ul>	
Professional skills		
	<ul style="list-style-type: none"> <li>• Ability to respond calmly and pragmatically to different and varied situations</li> <li>• Ability to plan effective actions for students at risk of underachieving.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability and willingness to utilise ICT</li> <li>• Strong communication skills and the ability to relate to people at all levels</li> <li>• Ability to apply highly effective behaviour management strategies</li> <li>• Ability to demand the highest standards, using flair and creativity to engage, enthuse</li> </ul>	

	<p>and challenge pupils of all abilities, needs and backgrounds</p> <ul style="list-style-type: none"> <li>• Effective organisational, personal management, leadership and time management skills</li> <li>• Work independently and be a team player</li> <li>• Ability to identify existing and potential barriers to learning and engage in strategies to overcome these.</li> </ul>	
<b>Professional attributes</b>		
	<ul style="list-style-type: none"> <li>• Commitment to continuing own professional development</li> <li>• Commitment to support, mentor and coach colleagues in managing and evaluating change</li> <li>• Work in ways that promote equality of opportunity for all</li> <li>• Commitment to abide by and uphold the policies on Equal Opportunities, Health and Safety and Child Protection at Parkside</li> <li>• Self-awareness, empathy, managing feelings, motivation, social skills</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all</li> </ul>	<p>Commitment to promote innovations that raise pupils' levels of attainment and progress</p>

**Behaviours and expectations:**

All staff members are expected to adhere to and promote professional standards including the Trust and school code of conduct and values.

**General:**

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head teacher and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.