



### Job Description

<b>Title:</b>	<b>Safeguarding and Welfare Officer</b>
<b>Reports to:</b>	<b>Deputy Head/Principal</b>
<b>Performance Manager:</b>	<b>Deputy Head/Principal</b>
<b>Manages:</b>	<b>N/A</b>

#### **Liaising with:**

**Senior Leadership Team, Phase Leads, Learning support team, all staff, families and external agencies, when deemed necessary.**

#### **Key duties and responsibilities:**

- To represent the school at external multi agency safeguarding meetings, creating new links with external support agencies to refer pupils as appropriate
- To act as one of the points of contact for external agencies relating to safeguarding issues
- To request, collate and share any information or paperwork required for safeguarding or welfare cases
- Ensure that Elstow School meets the statutory obligations for record keeping and transfer of files
- To carry out administration of any safeguarding or welfare concerns and provide reports as necessary
- To support the DSL and Inclusion team in making referrals to external agencies including Police, Children's Social Care, Housing and Mental Health Services as appropriate
- Provide advice and guidance on accommodation, housing and welfare benefits and supporting vulnerable pupils through the relevant procedures and processes
- Play a key role in providing support to vulnerable pupils
- Play a key role in monitoring the attendance of vulnerable pupils including those with social workers or looked after children
- To assist with evaluation to improve systems and procedures of Safeguarding and Welfare in the school
- Daily monitoring and quality assurance of CPOMs ensuring all safeguarding concerns logged are acted on in a timely manner and effectively
- To attend regular training and development to ensure that knowledge is relevant and up to date
- To make home visits or contact families as appropriate and in liaison with the DSL and Inclusion team
- Establish and maintain good working relationships with colleagues, pupils, families and external contacts
- Provide information and reports for Governors, Trustees and attend meetings where appropriate
- To lead on our family and community partnership, including running coffee mornings and sharing key information with families
- In dealing with members of the school's community, to be mindful, at all times, of school policies and procedures and the Equal Opportunities policies

## **Overall Responsibilities**

- Undertaking and participating in any training as and when required
- 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 concerning the post holder's professional responsibilities and duties

## **Support for School:**

- Participate in staff events by arrangement
- Training of staff and volunteers regarding safeguarding and welfare
- Attend relevant and/or staff meetings as needed
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background, and academic ability and expects all staff to share this responsibility
- To share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination

## **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
- 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

## **Statutory duties:**

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the school or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

**Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

**Equality and Diversity**

To be responsible for promoting equality and diversity in line with School procedures.

**Health and Safety**

To be responsible for following health and safety requirements in line with School policy and procedures.

**GDPR – Data Protection**

To be responsible for following GDPR requirements in line with School policies and procedures.

**Training and development**

To participate proactively in training and development including qualification development required in the job role.

Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the role will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or the Business Support Officer.

## Personnel Specification

### Job Title: Safeguarding and Welfare officer

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training</b>	English and Maths at GCSE grade A-C or equivalent  ICT skills with experience of using Microsoft Office, platforms and databases  NVQ Level 3 or equivalent	Higher education (A Levels or Degree)  Safeguarding Training
<b>Knowledge/ Experience</b>	Previous experience of working with children and families in the public, private or voluntary sector  Proven administration experience	Experience of facilitating groups  Knowledge of SIMs
<b>Skills/Abilities</b>	Excellent communication, listening and observation skills  Ability to deal with difficult/sensitive situations  Ability to manage confidential information  Organisational abilities and accurate record keeping skills  Ability to facilitate parenting skills  Good inter-personal skills  Ability to convey information clearly to a range of people Willingness to be work as part of a team  Experience of partnership working in a diverse community	Ability to speak a different language  Understanding and problem solving alongside families requiring support
<b>Special Requirements</b>	Knowledge of the parenting needs of children  Knowledge of barriers to learning  Knowledge of the barriers involved in parental engagement	Sound knowledge and understanding of child growth and development.  Use of own car

	<p>Understanding of confidentiality and safeguarding/child protection issues in a school setting</p> <p>Flexibility</p> <p>Empathetic and Non-judgemental</p> <p>Willingness to continuously update skills and knowledge</p>	
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