



Job Description

General Information

Job Title: Assistant Safeguarding Officer

JD Code: JDE25

Reports to: Safeguarding Officer

Line Management:

The post holder will be accountable to the Safeguarding Officer and Principal, Designated Safeguarding Leads (DSLs), for all initiatives related to this post.

Job Purpose/Summary:

- To act as the Deputy Designated Safeguarding Lead (DDSL) and deputise for the Safeguarding Officer when required.
- To support the implementation of safeguarding and child protection policy and procedures and ensure procedures and practise across the school fully meet statutory requirements.
- To manage all safeguarding referrals appropriately and in a timely manner.
- Be part of the team leading or attending multi-disciplinary meetings.
- To support the Safeguarding Officer and DSLs in all aspects of child protection and safeguarding as set out in the KCSIE and other statutory policy.

Key Tasks and Accountabilities:

The Assistant Safeguarding Officer will contribute to ensuring the highest possible standards in safeguarding and child protection:

- Encourage good practice by promoting and championing safeguarding and child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a student.
- To direct pupil referrals to mentors as appropriate and co-ordinate the work of the team to ensure appropriate and effective support is in place for identified students.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To work directly with children in need and their families 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 external agencies and ensure they have access to all necessary information.



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- To initiate and refer students to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for students.
- To ensure that vulnerable students 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
- To collate and produce statistical information with regards to safeguarding and student groups.
- To assist in planning and deliver safeguarding training within school and lead assemblies to promote well-being of children.
- To deputise for the Safeguarding Officer and act as Single Point of Contact with CAMHS, Prevent and Operation Encompass when required.
- To support the collaboration of the Safe Schools Partnership with Cheshire Police. (if applicable)
- Uphold the highest professional standards in everything that is carried out within safeguarding.
- Be familiar with the school's overall performance in the context of regional and national data.
- Be aware of national and local educational developments and initiatives that may impinge upon students' wellbeing.

Support for Academy:

The post holder is expected to:

- To support the collaboration of the Safer Schools Partnership in conjunction with Cheshire Police.
- To have a sound knowledge of, and to respond in accordance with, the Local Authority Safeguarding Children's Board and Safeguarding Children Procedures.
- Liaise with the DSLs & Principal regarding issues especially on-going enquiries under Section 47 of the Children Act 1989 and Police investigations.
- Liaise with other agencies and co-ordinate the most appropriate school representative to attend / contribute at child protection meetings.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Ensure that all staff report any welfare concerns / suspicion of child abuse to the Safeguarding Team.
- Undertake relevant training in relation to DSL post and keep up to date with changes in legislation.
- Work flexibly to be able to support students and their families e.g, after Academy hours.



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- Support Progress Leaders and SENDCO in managing processes and procedures for PSPs, SSPs, EHCPs, Annual Reviews and Multi-disciplinary meetings for allocated groups.
- Chair meetings as required, ensuring that all attendees have the opportunity to express their views in a fair and consistent way.
- Prepare a written record of the meetings, ensuring that all views and decisions are recorded accurately.
- Work with students and their families to prepare for the meetings, ensuring that the views of the young people are taken into account during key transition periods.
- Ensure that a range of communication methods are available to students to be able to express their views.
- Work with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings
- Ensure that final plans are communicated to all appropriate parties as necessary
- Ensure all procedures relating to multi-disciplinary meetings follow statutory requirements and relevant guidelines.
- Provide regular feedback to staff in a way which recognises good practice and supports staff progress against performance management objectives resulting in a tangible impact on student support
- Support all colleagues in actively implementing whole school policies.
- Ensure all colleagues have appropriate continued professional development opportunities linked to agreed school targets.
- Carry out any other duty deemed by the Principal to be appropriate to this post.

Generic Responsibilities of all Support Staff

- To work consistently to uphold Academy's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to developing staff, and the annual review procedures.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations of the school.



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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> • Educated to A level / NVQ 3 standard or relevant work experience • Commitment to continued personal and professional development 	<ul style="list-style-type: none"> • Diploma in counselling
B. Skills and abilities	<ul style="list-style-type: none"> • Ability to establish successful relationships at all levels • Excellent communication skills • Ability to apply competently and confidently knowledge and skills in all level of meetings • Demonstrate knowledge of key factors affecting the safeguarding of students and the impact on learning and progress • Ability to monitor pupil progress and attainment 	
C. Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a multi-agency setting • Experienced in the use of Microsoft packages including Word, Excel, Power point, and Email • Experience of supporting colleagues 	<ul style="list-style-type: none"> • Previous experience in a school • Understanding and awareness of current educational developments • A working knowledge of ICT and SIMS
D. Personal qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • A high degree of organisational ability • High levels of motivation and commitment • Ability to prioritise • To have concern for individual needs and possess a real empathy with pupils • Ability to think analytically and flexibly • Ability to communicate effectively and appropriately • Ability to liaise with parents/carers and external agencies 	



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E. Approach to work	<ul style="list-style-type: none">• Commitment to inclusion and acceptance of all pupils• Commitment to the happiness, well-being and self-esteem and progress of children• Commitment to equal opportunities• Commitment to the role of parents as educators• Commitment to developing skills in response to changing work demands• Commitment to participate in the full life of the school	
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