



Job Description

Position:	Safeguarding Support Officer
Responsible To:	Assistant Headteacher: Inclusion and the Safeguarding Officer
Responsible For:	N/A
Grade:	SC5
Working Pattern:	22.5 hours per week, term time only
Disclosure Level:	Enhanced DBS

Core purpose of the post:

The purpose of the postholder is to work as a member of the school's pastoral team, working alongside teaching staff, parents and students:

- To assist the Assistant Headteacher: Inclusion and Safeguarding Officer with safeguarding and pastoral support for students, attending meetings and administration.

Duties and responsibilities attached to this post are as follows:

Safeguarding Support (under the supervision of the DSL and the Safeguarding Officer)

1. As a deputy DSL under the guidance of the DSL and the Safeguarding Officer, support students with safeguarding and child protection concerns. This will include i) attending CIN and TAF meetings as required, making decisions that are in the best interests of the child ii) giving students an opportunity to have a voice and be heard in the social care system iii) liaising with the school and external agencies on the outcomes and actions from those meetings iv) making safeguarding referrals. v) leading on Early Help Assessments with guidance where needed
2. Support AHT: Inclusion with pastoral support for students identified as post looked after.
3. Support students to feel safe to share worries and ensure that any concerns are dealt with appropriately and in a timely manner
4. To liaise with professionals coming in to school to support students to make sure visits are efficient and effective

Safeguarding Administration

1. Maintain chronological records on CPOMS (including scanning in of documents and general house-keeping) and pastoral/academic support plans, ensuring that actions for students are completed promptly by relevant staff.

2. Administrative support for the AHT: Inclusion with regards to maintaining Personal Education Plans (PEP) for looked after children and post looked after children.
3. Co-ordination of PEPs under the guidance of the AHT: Inclusion including i) PEP paperwork ii) leading the PEP meeting iii) liaising with the wider staff body and external agencies.
4. Prepare and maintain the lists for students accessing regular appointments with outside agencies in school.

General

5. To undertake exam invigilation, as required.
6. To undertake lunchtime supervision as required.
7. To actively support the vision, ethos and policies of the School.
8. To promote and safeguard the welfare of children you come into contact with.
9. To carry out other duties as are required and as are commensurate with the grade of the post.
10. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification

Essential / Desirable(D)

Qualifications

GCSE maths and English Grade A-C or equivalent
 Qualification in work linked with children and young people (D)
 A Levels
 Degree (D)

Knowledge, experience and understanding

Demonstrable experience of working in a busy and varied administrative role, ideally within a school.
 ICT competent in using databases, spread sheets and word
 Demonstrate an understanding of issues linked to confidentiality.
 Demonstrate an understanding of issues linked to safeguarding.
 Work within an education/social care setting (D)
 Previous work with young people and families (D)
 Demonstrate an awareness of child protection issues (D)

Personal qualities

Very strong verbal and non-verbal communication skills.
 Strong administrative and organisational skills
 Enthusiasm with a positive attitude.
 Ability to communicate effectively with children and adults at all levels.
 Demonstrate an understanding of working as part of a team.

Attention to detail.