

JOB DESCRIPTION

Job Title:	Safeguarding & Inclusion Officer
Salary:	SCP 25 - 29 (£36,363 - £39,862 per annum FTE)
Actual Salary:	£31,374 - £34,393 per annum
Contract:	37 Hours per week. Term Time only plus 5 days
Responsible to:	Principal

Purpose of the job:

The Safeguarding and Inclusion Officer will be the first point of contact for staff members for all Safeguarding concerns. They will be supported by the Designated Safeguarding Lead (DSL) in leading and managing safeguarding and child protection practice across the Academy, helping to ensure the safeguarding and welfare of all students in the Academy. Responsible for co-ordinating referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. Working with the Designated Safeguarding Lead in developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary. Reviewing and monitoring CPOMS for the Designated Safeguarding Leads (DSLs) and taking a safeguarding lead throughout the day is a key priority of the role, along with organising/preparing paperwork for and following meetings.

Duties and Responsibilities:

- Implement the school's Safeguarding and Child Protection Policy and Procedures in line with national, statutory and school requirements, working with the Designated Safeguarding Lead (DSL) to monitor and review safeguarding procedures and policies to ensure they are updated and provide best practice.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the appropriate procedures for children in need and significant harm and level three interventions such as ESAT and TAFs
- Responsible for updating the CPOMS child protection database, ensuring that all reported incidents are dealt with efficiently.
- Run programmes and group work relevant to issues that arise contextually and individually, be responsive to needs presenting in school and on CPOMS through reactive and proactive interventions
- Responsible for providing reports to the senior leadership team as and when required.
- Provide mentoring to students in need of personalised support.

- Maintain an in-depth knowledge of all students in the Academy who have Inclusion needs, sharing information where appropriate with class teachers and other colleagues within the Academy.
- Create individual student 'Risk Assessments' where required and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- Tracking the progress and monitoring the welfare needs of all students
- Rigorously investigate the whereabouts of all missing students reported by the Attendance or Behaviour team.
- Initiate and oversee external meetings such as 'TAFs, Early Help Plans' as required. Attend PEP/ CIN/ CP meetings where required
- Assess the needs of students and use detailed knowledge and specialist skills to support student's learning and positive behaviour development. Put in place actions which support students but do not undermine the Positive Discipline policy.
- Liaise with parents and staff on student inclusion and welfare matters keeping them informed by communicating positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns
- Ensure all student records are kept up to date
- Liaise with and organise support as required with external agencies and partners
- Work with Primary Schools to support the Transition of vulnerable / high need students to the Academy
- Support and lead on the delivery of safeguarding training as required
- Work with the behaviour team in coordinating the re-integration of pupils
- Provide the Assistant Principal who leads on safeguarding with regular comprehensive updates on inclusion / safeguarding matters in respect to students on personal caseloads, seeking advice and guidance where required.
- Provide support to the Inclusion and Attendance team as required.
- Attend key after school events and fully participate in training days.
- Take the lead to co-ordinate the multi-agency approach as a preventative measure to tackle and address child protection issues; attend and participate in Child Protection Conferences, planning and review and TAF meetings within and outside normal working hours where necessary.
- Track and monitor the delivery and impact of support programmes to ensure they have maximum impact enabling the young person to be safe, happy and successful. Communicate regularly with parents and nurture good relations and effective dialogue between parents and teachers about a young person's progress and wellbeing.

- Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection; maintaining confidentiality at all times in line with Data Protection, Freedom of Information and Child Protection legislation and guidelines.
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents and carers and their children in order to prevent children from becoming looked after/and or suffering significant harm. Provide impartial information to parents about relevant local services available to parents, children and families.
- Work closely with the Assistant Principal responsible for Looked After Children to ensure that as their key worker, their academic and social learning needs are met; attend PEP meetings and complete Looked After Children paperwork necessary to support the young person to feel safe, happy and successful, achieving their full potential.
- Undertake appropriate external training on Safeguarding and Child Protection and remain well informed of current procedures and best practice as stated in “Keeping Children Safe in Education” and “Safer Working Practices for Adults who Work with Children and Young People in Education Settings”.
- Adhere to school policies as outlined in the staff handbook and website and challenge any behaviour that breaches school policies and procedures / code of conduct in relation to safeguarding and child protection.

Other specific duties/requirements:

- To work flexible hours, including evening work (parents’ evenings) / or occasional weekend work as required
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To travel to other sites to support on occasions as requested by Line Manager.
- To participate in professional and personal development programmes as required, including training and performance management review
- To contribute to the overall ethos/work/aims of the Multi Academy Trust
- To be aware of, and comply with, policies Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
- To support the Academy’s Equality and Diversity Policy
- To appreciate and support the work of other professionals

Any Special Conditions of Service: There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of Academy hours and off the premises, as required by the Academy. No smoking policy.



PERSON SPECIFICATION

Job title: Safeguarding and Inclusion Officer

Salary Scale: SCP 25 - 29

Resilience Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. Shortlisted applicants will undergo relevant checks in line with statutory guidance and all appointees will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.			
QUALIFICATIONS			
GCSE A* - C (or equivalent)	*		A/C
DSL Level 3 (Full training will be provided)		*	A/C
KNOWLEDGE & EXPERIENCE			
Experience of working in the field of Child Protection with relevant qualifications	*		A/I/R
Experience of planning and coordinating meetings in a time-pressured environment	*		A/I/R
Experience of using Microsoft Office to produce a range of professional documents	*		A/I/R
Experience of using SIMS/CPOMS packages		*	A/I/R
Experience of preparing and presenting data	*		A/I
SKILLS			
Excellent verbal and written communication skills	*		A/I/R
Excellent skills in carrying out administrative tasks	*		A/I/R
Excellent organisation and personal management skills with the ability to meet deadlines	*		A/I/R
Enthusiasm and commitment for working with young people and their families	*		A/I/R
Possess a problem solving approach to conflict	*		A/I/R
Effective report preparation and recording skills	*		A/I/R
Ability and enthusiasm to work jointly and building relationships with colleagues across a range of disciplines	*		A/I/R
Ability to prepare and present reports in a variety of settings e.g. court, child protection meetings	*		A/I/R
Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people			
Ability to work under pressure and meet deadlines whilst still being polite and reasonable			
Strong listening skills and the ability to deal with sensitive situations with integrity			
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to own learning and development	*		A/I
A commitment to abide by and promote the Academy's Child Protection Policies	*		A/I
Own transport to travel between sites	*		A (Full UK Driving License)

Key: MOA=Method of Assessment, Des=Desirable, ESS=Essential, A=Application, I=Interview and assessment, R=Reference, C=Certificate