

**Post title:**  Safeguarding Officer

**Salary and grade**:  Level 3 SCP 15-20 (£23,126 - £25,108)

**FTE:** £30,024 - £32,597

**Line manager/s**: Executive Headteacher

# Main purpose of the job:

To carry out the role of Deputy Designated Safeguarding Lead at Lotus Academy. To ensure a rigorous approach and high level of commitment towards the protection and nurturing of students at Lotus Academy in keeping with agreed child protection, safeguarding, behaviour, attendance and pastoral care policies. To provide guidance and support for colleagues at all sites on an ‘as required’ basis.

**Key Responsibilities**

* To be the Deputy Safeguarding Officer for Lotus Academy.
* To demonstrate professional characteristics at all times with all stakeholders, outside agencies, colleagues, students and parents.
* To work effectively with all stakeholders and members of the community to ensure the physical and emotional wellbeing of all students.
* To contribute effectively to Lotus Academy’s continuous improvement
* To manage the day to day safeguarding within the Academy
* To support with the strategic direction of Safeguarding at Lotus Academy, including the development of inter-agency working.
* To support staff team in coordinating pupil’s transition into and out of Lotus Academy.
* Co-ordinate and monitor Safeguarding CPD through educational systems
* Produce statutory reports for governors if asked e.g. Safeguarding

**Specific Tasks**

* Maintaining student CPOMS files and online management systems.
* Whilst maintaining school confidentiality protocol, share student information with staff / SLT, the school’s pastoral team and parents / carers as appropriate.  Provide information/ written reports to the Executive Headteacher and Governors on request.
* To maintain an up-to-date knowledge of safeguarding and all pastoral care policies and to share this knowledge with colleagues at all levels and from all areas of work within the school, ensuring compliance with them by all.
* Undertaking of CIN/CP/Core Group/TAC/TAF meetings and act as the first point of contact for child protection and safeguarding issues and to lead on cases where appropriate.
* To manage and coordinate medical needs referrals into the school.
* To support class teams in coordinating pupil’s transition into and out of Lotus Academy,
* Build strong partnerships with external agencies / stakeholders to ensure effective communication and sharing of information which may include but is not exclusive to the following; NHS, Young Carers, Social Care, Sheffield Futures, CYT (Community Youth Team), YJT (Youth Justice Team), Police/PCSOs, MAST, CAMHS, Nexus, CILS/Complex Case and other providers.
* To lead in supporting/mentoring students with pastoral concerns by developing strategies and interventions.
* To manage the school’s safeguarding training database
* Attend any meetings that are appropriate/necessary with the aim of ensuring the safety, academic development and emotional/physical wellbeing of the school’s young people.
* To ensure relevant training and qualifications are current and up to date in line with legislation and relevancy to the role.
* Support Safeguarding Lead with referral screening.

**General**

* To develop excellent working relationships with colleagues internally, centrally and externally.
* To uphold the school’s policies and procedures at all times
* To ensure any documentation produced is to a high standard and is in line with the in-house style.
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Participate in the School’s Performance Appraisal process.
* Provide appropriate guidance and assist in the training and development of staff as appropriate.
* To promote the area of responsibility within the school and beyond.
* To represent the school at events as appropriate.
* To support and promote the school ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding**

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification**

|  |  | Essential  | Desirable  |
| --- | --- | --- | --- |
| **Qualifications, Skills & Knowledge** | Level 3 within a Childcare/Educational Setting | • |  |
| Knowledge and experience of working with a senior leadership team. |  | • |
| Knowledge and experience of planning, preparing and delivering one to one and small group pastoral interventions | • |  |
| Knowledge of child protection procedures and a commitment to safeguarding pupils | • |  |
|  | Knowledge of Medical and EHCP referral processes |  | • |
| **Experience** | Experience of working with children and young people with Special Educational Needs, SEMH and Disabilities | • |  |
| Experience of working with national curriculum and other strategies in a school environment | • |  |
|  | Experience of providing support and guidance to other teaching support staff and ability to supervise staff | • |  |
| **Thinking Ability**  | A passion for working with children and young people with Special Educational Needs  | • |  |
| Hold high expectations for children and young people’s learning and achievement | • |  |
| An understanding of national and foundation stage curriculums and accreditation | • |  |
| An understanding of child development | • |  |
| An understanding of Individual Education Plans | • |  |
| Ability to review learning needs and actively seek learning opportunities | • |  |
| The capacity to use ICT to improve the quality of provision |  | • |
| Awareness of the need to maintain confidentiality | • |  |
| **Personal Effectiveness** | Good communication skills | • |  |
| Good interpersonal skills | • |  |
| A team player with a collaborative approach | • |  |
| Ability to manage own time, priorities tasks and proven organisational skills | • |  |
| Positive, ambitious and forward looking | • |  |
| Resilient and easily adaptable to change | • |  |
| Honesty and integrity | • |  |
| Passionate and enthusiastic about making a difference | • |  |
| Child-centred and committed to achieving the best outcomes for pupils | • |  |
| Ability to work with children and young people that present challenging behaviour | • |  |
| Ability to form respectful and trusting relationships with a range of people including parents and carers | • |  |
| Capacity to motivate, inspire and challenge children, young people, self and others | • |  |
| **General**  | The flexibility to meet the full range of job requirements | • |  |
| A commitment to safeguarding and promoting the welfare of children and young people  | • |  |
| Commitment to the school’s aims and values | • |  |
| Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner  | • |  |
| An understanding of and commitment to equal opportunities  | • |  |
| No serious health problems that will likely impair or impact on job performance. | • |  |
| Good attendance record in current employment (not including absences resulting from a disability) | • |  |