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|  | **SAFEGUARDING & WELFARE OFFICER**    **JOB DESCRIPTION** |

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| **Job Title:** Safeguarding & Wellbeing Officer | **Grade:** E Grade |
| **Reports To:** Assistant Headteacher (Pastoral) | **Leads & Manages:** |
| **Role Profile:** Pastoral Support Worker | **Role Profile Number:** 2300 |
| **Working Hours:** 37 hours41 weeks per year (Term Time plus inset days plus two weeks) | |

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| **Aim and Main Purpose of the Job:**  To work in the Wellbeing/Pastoral Centre acting as Deputy Designated Safeguarding Lead to support the Designated Safeguarding Lead with safeguarding and child protection issues across the school, and support wellbeing of students.  Liaison with external agencies, Heads of Year, Learning Support, Transition Manager, Interventions Manager and SLT, as well as individual teachers. | |
| **Key Tasks:**   * Oversee the day-to-day running of the Wellbeing Centre * Ensuring compliance with the school’s safeguarding policy. * Represent the school at multi-agency meetings (including child protection conferences) * Being alert to and recognising welfare issues, being sure to challenge poor practice. * Sharing appropriate information with relevant people. * Keep up to date with reported incidents on CPOMs and creating reports where necessary. * Checking and updating the vulnerable students list. * Gathering any other relevant information and evidence. * Consulting local authority for additional information and guidance as needed. * Making referrals to social services when appropriate. * Continue working with the family, sharing information and contributing to plans if the concern is investigated. * Ensuring that all staff having contact with children, vulnerable adults and/or their families receive appropriate advice on safeguarding issues. * Being a main point-of-call for all staff who have safeguarding concerns. * Manage the in-school referral system for vulnerable pupils. * Run bespoke pupil interventions * Manage the external counselling programme   **Additional Duties;**   * Support SLT as required * To undertake any other reasonable management instructions required of you by the Headteacher * To carry out such other duties and responsibilities as may be agreed with the Headteacher from time to time. | |
| **GENERAL INFORMATION** | |
| **Equality of Opportunity** | * To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. * Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors. |
| **Confidentiality and Data Protection** | * To treat all information acquired through employment, both formally and informally, in strict confidence. * Be aware of the school’s responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. |
| **To Contribute as an Effective and Collaborative Member of the School Team** | * Any other duties as reasonably required by any manager of the school. * Participating in the ongoing development, implementation and monitoring of the business plans. * Attend meetings as required and make a positive contribution during meetings. |
| **Child Protection** | * Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person. |
| **General Policies & Procedures** | * Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person. * Awareness of responsibilities of the governing bodies. |

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| **Signature** |  |  | **Date** |  |

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| logo | **SAFEGUARDING & WELFARE OFFICER**    **PERSONAL SPECIFICATION** |

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| **Qualifications** | **Essential** | **Desirable** |
| GCSE English & Mathematics (or equivalent qualification) | ü |  |

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| **Experience** | **Essential** | **Desirable** |
| Experience of working in a safeguarding role |  | ü |
| Knowledge and understanding of the problems and issues families/parents face which affect behaviour, attendance and punctuality. |  | ü |
| Experience of working with children and young persons |  | ü |

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| **Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent communication skills which enable positive resolutions of difficult situations with a variety of students, staff and external agencies | ü |  |
| Good organisational skills and a professional manner. | ü |  |
| Ability to listen effectively | ü |  |
| High Level of self-motivation and the ability to work on own initiative | ü |  |
| Ability to work as part of a team and to establish good working relationships | ü |  |
| Experience of working with key agencies to resolve situations |  | ü |
| Knowledge of child protection / safeguarding procedures | ü |  |

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| **Personal Qualities** | **Essential** | **Desirable** |
| An understanding of the importance of promoting and safeguarding the welfare of children | ü |  |
| Common sense and initiative | ü |  |
| Ability to relate effectively to students | ü |  |
| Flexibility to adjust to change and development | ü |  |