Job Description

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| **Job Title** | Safeguarding and CLA Coordinator |
| **Location** | St Mary’s Catholic College |
| **Responsible To**  **Contract** | Safeguarding and CLA Senior Leader  This is a full-time permanent contract. This post is 36 hours per week, 41 weeks per year. |
| **Salary Grade**  **Allowance** | Band F Point 12-17 £27,711 - £30,060 FTE (£25,280 - £27,423 Actual) |

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| **Key Purpose of Job**  To support the Designated Safeguarding Lead in ensuring the highest standards of safeguarding and child protection are maintained throughout the school. This role includes oversight of safeguarding casework, as well as responsibility for supporting Children Looked After (CLA) through close liaison with the Virtual School, social workers and designated teachers. The Safeguarding and CLA Coordinator will help create a school culture rooted in Positive Regard, Relational Practice, and trauma-informed care. |

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| Operational Responsibilities  * Triage safeguarding concerns logged on CPOMS and ensure appropriate and timely action is taken * Liaise with students, families, and staff on live safeguarding concerns and referrals * Attend safeguarding briefings and ensure follow-up is recorded and monitored * Maintain accurate child protection and CLA records, chronologies, and files in line with KCSIE and GDPR * Act as the school’s champion being the first point of contact for Children Looked After, providing daily support and monitoring * Coordinate and attend PEP meetings; liaise with social workers and Virtual School professionals * Support DSL duty rotas and casework as required * Attend CP, CIN and TAF meetings and update internal action plans accordingly * Complete EHATs and lead TAFs when appropriate * Respond to pupils in crisis with calm, relational, trauma-informed care * Work closely with pastoral staff to support high-risk pupils and ensure a joined-up approach  Strategic Responsibilities  * Monitor safeguarding and CLA data and report patterns to senior safeguarding staff * Maintain PEP tracking and reporting for CLA in partnership with Virtual Schools * Support safeguarding training and compliance monitoring across the school * Contribute to safeguarding audits (e.g. Section 175) and internal evaluations * Help review and develop safeguarding systems, policy and documentation * Ensure strong relationships with external agencies, including social care, CAMHS and early help * Promote inclusive and relational safeguarding culture rooted in Positive Regard   *This role is responsible for liaising with: Year Leaders, SENDCO, Attendance Lead, Mental Health Lead, Virtual School, external agencies* |
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| **Working Environment & Conditions of the post**  Normal office/ site environment |

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| **Other Duties** To undertake additional duties as required, commensurate with the level of the job.To contribute to the effective working of the HFCMAT.  1. Maintain positive, professional relationships with students, parents / carers and teachers.  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles. 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled. 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures. 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post |

Person Specification

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| **Area** | **Job requirements** | **Essential/Desirable** | **Evidence** |
| A. Qualifications and Professional Development | Good standard of education to include Maths and English at GCSE (or equivalent) at grade C / 4 or above  Relevant qualifications including safeguarding training i.e. DSL, train the trainer, FGM, Prevent etc  A commitment to ongoing personal and professional development | E  E  E | A, C  A, C  A, I, R |
| B. Experience | Experience in safeguarding or child protection within an education or care setting  Competent in use of CPOMS and digital systems (Arbor, Google Workspace) | E  E | A, I, R  A, I, R |
| C. Knowledge/ Skills | Knowledge of KCSIE, Working Together to Safeguard Children and CLA statutory guidance  Proven ability to maintain detailed records and manage casework effectively  Able to remain calm, professional and resilient in high pressure situations | E  E  E | A, I, R  A, I, R  A, I, R |
| D. Communication | Excellent communication and multi-agency liaison skills  Ability to communicate with, and manage, a wide range of people and abilities | E  E | A, I, R  A, I, R |
| E. Personal Qualities | Ability to work flexibly according to the needs of the service  Ability to work on own initiative  Committed to relational, trauma-informed and inclusive safeguarding  Committed to the ethos and values of Catholic education and inclusive practice  Passionate about improving outcomes for vulnerable and CLA students | E  E  E  E  E | A, I, R  A, I, R  A, I, R  A, I, R  A, I, R |
| F. Technology/IT Skills | Use of Microsoft Office software  Ability to learn new IT software quickly | E  E | A, I, R  A, I, R |
| H. Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E | A, I, R |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.*