

JOB TITLE	Safeguarding and Welfare Officer				
RESPONSIBLE TO	Assistant Principal				
GRADE	5	Hours	37 hours per week	Weeks	39 (term time plus 5 INSETs)

JOB PURPOSE

To provide a support service to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) working closely with pupils ensuring their safety and wellbeing their parents, carers and other school staff to enhance the support available to our most vulnerable students enabling them to achieve their full potential.

MAIN RESPONSIBILITIES

1.	To provide a support service to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) monitoring, reviewing and updating safeguarding and welfare information for pupils maintaining confidentiality at all times.
2.	Monitoring, extracting and updating pupil information from computerised (CPOMS, EduKey, BromCom) systems providing accurate and up to date information for management/staff liaison to identify vulnerable students for support and interventions.
3.	To liaise with teachers and appropriate support providers for our vulnerable students, parents and families by building strong working relationships with outside agencies.
4.	To maintain regular contact and establish and encourage constructive, positive relationships with families/carers of students in need of extra support. To encourage participation and engagement with action plans, home liaison, face to face meetings, telephone contact, agency liaison, etc.
5.	To lead on bullying within the department – recording information, informing relevant staff, updating of records as appropriate action taken
6.	To meet with pupils to take into account pupil views on their wishes and feelings developing positive relationships and recording matters affecting the pupil's care and welfare and their lives.
7.	Attend child in need and child protection meetings preparing documentation in advance and updating after the meeting and following up on any actions.
8.	Track support programmes to ensure they have maximum impact enabling the pupil to be safe, happy and successful communicating regularly with parents and nurture good relationships and effective dialogue between parents and teachers about a pupil's progress, safety and wellbeing.
9.	To trigger Team Around the Family (TAF) assessment and run TAF meetings with relevant support workers identifying additional support and agreeing a plan of support for pupils and their families. To compile reports following meetings and sharing actions with relevant support workers.
10.	Arrange appropriate access to learning for 'hard to reach pupils' as appropriate.
11.	<ul style="list-style-type: none"> Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person Contribute to the overall ethos/work/aims of the school Establish constructive relationships and communication with all staff and other agencies/professionals Recognise own strengths and areas of expertise and use these to advise and support others Participate in training and other learning activities and performance development as required
12.	Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. .

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Educated to a minimum standard of GSCE's Grade C or equivalent in Maths and English
- Experience of working or establishing administrative systems, procedures and routines
- Experience of working with young people
- Driving Licence

DESIRABLE

- Experience of working in/with an educational establishment
- Familiarity of working within a multi-agency environment
- Qualification in Administration
- First aid qualification or willingness to gain one

KNOWLEDGE AND SKILLS

ESSENTIAL

- Excellent IT skills - Microsoft Office Suite including Email,
- Internet, Excel, Word, MIS – data gathering, analysing and statistical reporting
- Excellent and confident written skills - report writing
- Excellent interpersonal skills – command confidence with parents/carers, students, senior staff, explain complex issues, assertiveness
- Excellent organisational, time management skills and energy
- and motivation
- Ability to maintain a high level of accuracy and attention to detail
- Ability to work independently in challenging circumstances and use initiative but also able to work constructively as part of a team
- Ability to function under pressure, establish priorities and work to strict deadlines
- Knowledge and understanding of Child Protection and Safeguarding in a school setting

DESIRABLE

- Knowledge of systems and procedures applicable to a school environment
- Ability and a commitment to work flexibly and to respond to unplanned situations

PERSONAL QUALITIES

ESSENTIAL

- Ability to deal confidentially, impartially and appropriately with situations
- Tact and diplomacy for dealing with students, parents, etc.
- conflict, challenge, patients, confidentiality, discretion, sensitivity, initiative
- A desire to develop skills and knowledge through ongoing CPD
- Exemplary attendance and punctuality
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health and Safety
- Commitment to the school's ethos, aims and its whole community