

Behaviour & Safeguarding Officer

Salary	Band F SCP12-17 - £28,598- £31,022 per annum. Actual salary £24,817 - £26,920 per annum 36 hours per week, term time plus including INSET
Location	Co-op Academy Portland
Reports to	Head of School & Executive Headteacher
Responsible for	Behaviour and safeguarding across the academy

Purpose of role:

- To support the lead DSL with responsibility for safeguarding and child protection across the academy ensuring policies and procedures are compliant with national guidance, under the direction of the Headteacher.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To support all other staff in dealing with any child protection concerns that arise.
- To advise and support other colleagues on child welfare and protection matters, liaising with relevant agencies such as the Local Authority and Police, where appropriate.

Key accountabilities (and specific duties / responsibilities):

Core duties - Safeguarding

- Support the DSL with safeguarding and child protection in line with national statutory guidance, linking with internal colleagues and external partners as appropriate.
- Keep the Headteacher updated with any safeguarding issues through agreed mechanisms
- In conjunction with the DSL, support with cases for CLA, CP and CIN, quality assure Early Help Paperwork and complete referrals to Social Care (MARFs)
- To attend and contribute to child protection case conferences effectively when required to do so
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
- Ensure the academy's child protection policies are known, understood and used appropriately
- Work with the Headteacher to ensure the school child protection policy is reviewed annually
- Oversight of CPOMs, ensuring all incidents are actioned and recorded.
- Be a part of the Co-op Academies Trust DSL Network and work closely with the Trust Deputy Designated Safeguarding Leads.
- Provide safeguarding reports to the governing board and Academy Leadership Team on an agreed timescale and in an agreed format.
- Liaise with Cradle 2 Career and lead on key networking events.
- To support the DSL in preparing and delivering a weekly safeguarding briefing with staff and delivering training and updates when necessary within this briefing or INSET days.
- To review the Safeguarding Shields Curriculum and ensure that coverage matches the long

term plan.

- Review CCTV and update logs related to any incidents.

Core Duties - Behaviour

- To track and resolve behaviour incidents on Arbor daily and complete appropriate actions which could involve delivering reflection time with individuals, contacting parents/carers and liaising with class teachers about next steps.
- Organisation of suspension paperwork and managing meetings with parents/carers and children related to suspensions.
- Contribution to behaviour policy alongside the SLT.
- Organisation and delivery of key interventions related to behaviour including soft starts, debriefs and unstructured times of the day.
- To support the team with whole school behaviours in ensuring that children are being challenged and supported where needed.
- To support children who are struggling with their behaviours so that they can make the right choices and do well in school.
- To carry out termly behaviour analysis.
- Liaise with families as and when needed to offer support and guidance / have conversations about next steps in school.

Specific duties

- In conjunction with the DSL, support with PEPs
- To assist in the assessment of students to identify those in need of particular support.
- To coordinate support and intervention strategies and intervention packages, both internal and external, for vulnerable students.
- Contribute to the planning of appropriate pastoral care for all students who are withdrawn from mainstream education
- When children leave the academy to ensure their child protection file is transferred to the new school as soon as possible.
- To meet with the new high school staff and handover information related to safeguarding to ensure a diligent approach
- To liaise with new families and work with the Early Years Lead
- To attend relevant courses and learning activities in order to update knowledge as required.
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust.

The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

The duties outlined in this Job Description may be modified by the principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> 3 x GCSEs Grade A*-C (or equivalent) including English and Maths Level 3 college qualification (or equivalent) in a related subject (e.g. counselling, education, childcare, health and social care) Appropriate DSL-level qualifications First aid trained 	<p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
Experience <ul style="list-style-type: none"> Understanding of inclusion, behaviour, British Values and attendance issues Experience of working with vulnerable families Experience of working within a team Confident dealing and communicating with families who have complex and challenging needs Experience of Local Authority Procedures and policies relating to attendance and Child Protection. Experience of the use of GMAIL office suite, Arbor, Microsoft teams and other software. Experience of working sensitively and with confidentiality Experiences of using CPOMS or equivalent safeguarding software Experience of working in a school Experience of working as a DSL 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>	<p>A I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills, Ability, Knowledge <ul style="list-style-type: none"> Understanding of safeguarding and Keeping Children Safe in Education 2022 expectations Understanding of child protection issues and 	<p>E</p>	<p>A/I</p>

<ul style="list-style-type: none"> current safeguarding legislation • Knowledge of threshold criteria • Knowledge of the referral processes to social care and to a variety of agencies • Working with families to help plan strategies and interventions to address individual pupil issues • Maintenance and updating of records and case files • Good ICT skills • Ability to deliver objectives and targets within agreed timescales • Ability to communicate effectively with students, staff and parent/carers 	<p>E</p> <p>E E</p> <p>E</p> <p>E</p> <p>E E</p>	<p>A/I</p> <p>A/I A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Willingness to regularly work outside of normal school hours when required • Excellent Communication and interpersonal skills • High levels of commitment, enthusiasm, inspiration and motivation • Patient • Developmental not judgemental • Organised and use initiative • Trusting and kind 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.