

# Job Description

<b>Role:</b>	<b>Safeguarding Leader</b>	<b>Salary Range:</b>	7	<b>Notice Period:</b>	2 Months
<b>Line Manager:</b>	Assistant Headteacher DSL	<b>Head of Faculty:</b>		Business Manager	

## Role Purpose

- To provide support to the Designated Safeguarding Lead (DSL) in carrying out the identified responsibilities below.
- To deputise for the DSL in the absence of the substantive postholder.
- Line managed by the DSL.

## Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision-making and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

## Duties and Responsibilities

### Supporting Students

- To work with and support students who are looked after, post looked after or have particular vulnerabilities.
- To act as a key person for identified students, liaising with tutors, subject staff, parents and relevant school staff to ensure that they are supported and that they are able to access their curriculum and make progress.
- To organise and deliver interventions to support identified students with current pastoral difficulties.
- To support in the transition process liaising with staff from primary schools.

### Safeguarding and Student Wellbeing

- To act as a point of contact for the Year Teams in relation to safeguarding.

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- To coordinate and supervise the Pastoral Year Teams in respect of work related to safeguarding.
- To keep records of supervision meetings within the safeguarding team
- To make referrals to Social Care where necessary, attending Core Groups, Child Protection Conferences and Reviews, Professionals Meetings, Strategy meetings, Child in Need meetings etc.
- To manage and administer current systems to record and monitor all safeguarding incidents, maintaining accurate and up to date records of all safeguarding concerns reporting any concerns promptly and following up as required.
- To monitor systems that report on lesson absence and work with Pastoral Teams to find vulnerable students who are not in lessons.
- To work in partnership with DSL and Recruitment Manager to ensure that all Safeguarding and Child Protection training, including Prevent, is up to date and coordinate a programme of refresher training as needed.
- To assist in maintaining and implementing the School's Anti-Bullying Policy in collaboration with other staff
- To support Year Teams in an administrative function by supplying documents, paperwork and resources as the need arises.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

To be the Deputy Safeguarding Lead and to Deputise for the DSL in their absence:

## Manage Referrals

- To refer cases of suspected abuse to the local authority children's social care as required.
- To support staff members who make referrals to local authority children's social care.
- To refer cases to the Channel programme where there is a radicalisation concern as required.
- To support staff members who make referrals to the Channel programme.
- To refer cases where a crime may have been committed to the Police as required.

## Work with Others

- To act as a point of contact with safeguarding partners.
- To liaise with the Headteacher regarding issues – especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, to liaise with the 'case manager' and the designated officer(s) at the local authority for child protection concerns in cases with concern a staff member.
- To liaise with staff (especially pastoral support staff, Emmaus, Medical, First Aid, IT Technicians, Senior Leadership and the SENCO on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- To act as a source of support, advice and expertise for all staff.

## Training

- To understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.

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- To ensure each member of staff has access to, and understands, the school's Safeguarding policy and procedures, especially new and part time staff.
- To alert to the specific needs of children in need, those with special educational needs and young carers.
- To understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- To understand the importance of information sharing, both within school, and with safeguarding partners, other agencies, organisations and practitioners.
- To understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
- To recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- To obtain access to resources and attend any relevant or refresher training courses.
- To encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- To provide training for staff.

## Raise Awareness

- To ensure the school's Safeguarding policies are known, understood and used appropriately.
- To ensure the school's Safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- To ensure the Safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this process.
- To link with safeguarding partners to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- To help promote educational outcomes by sharing the information about the welfare, safeguarding and children protections issues that children, including children with a social worker, are experiencing, or have experienced, with Teachers and the Senior Leadership Team. Ensuring that these staff members know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort.
- To support teaching staff to identify the challenges that the aforementioned group of children might face and the additional academic support and adjustments that they could make to best support these children.

## Liaison with Stakeholders (Parents and Outside Agencies)

- To liaise with and meet with parents as appropriate in relation to students' safety, behaviour, welfare, attendance, punctuality, uniform, and rewards including attending multi agency meetings, many of which may fall outside structured hours.
- To carry out home visits and visits to alternative provision as appropriate
- To liaise with parents experiencing extreme distress and supporting them with referrals to outside agencies.

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- To coordinate the work of outside agencies that support students within school. Managing referrals to the Counselling service and Youth workers for example.
- To attend external Safeguarding meetings (some of which will continue outside structured hours) supporting the DSL and seeing parents regarding issues that may affect their child's learning.
- To be the point of contact for the virtual school
- To be involved in student voice events.

## General

- To work as an effective member of a team and to promote teamwork at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

## Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism

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- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

### Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the school's leadership structure. I understand that I must seek support when needed and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:**..... **Date**.....