

Safeguarding Officer Job Description

Purpose	Support the Designated Safeguarding Lead to provide a comprehensive safeguarding service for the academy. This will include responding to day to day safeguarding issues in addition to the provision of support, advice and guidance to ensure that a robust safeguarding and child protection provision is embedded at the Academy.		
Reporting To	Vice Principal (SLT Link)	Responsible For	
Salary/Grade	Grade 8		
MAIN DUTIES			
Specific Responsibilities for this post	<p>Child Protection</p> <ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Safeguarding issues. • Be aware and comply with policies and procedures relating to child protection and all aspects of safeguarding children • Co-ordinate, monitor and evaluate child protection action within the school, ensuring that all staff are aware of their responsibilities in relation to safeguarding and child protection. • Ensure that the welfare of children is of paramount concern, that their individual needs are identified and that staff area sensitive to the wide diversity of circumstances and backgrounds. • Ensure a child's right to be protected from avoidable harm, abuse and neglect is upheld. • Develop and agree school policies and procedures within the local authority guidelines for Safeguarding and Child Protection. • Ensure all staff have access to copies of child protection procedures, and that all cases of suspected abuse are reported in the appropriate manner. • Keep the Child Protection Register up-to-date. • Keep the Principal informed of general child protection issues, those on the Child Protection Register and details of on-going individual child protection cases. • Advise the Principal on safeguarding and child protection input into the Curriculum. • Support staff in school to whom children have disclosed abuse. • Attend safeguarding/child protection conferences and/or submit a written report to a conference as required. • Ensure systems are in place to forward information on pupil transfer. • Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff for action. • Respond within 24 hours to parental concerns • Support the effective maintenance of the Single Central Register • Working with other colleagues and agencies to safeguard colleagues • To ensure CPOMS is read on a day to day basis and act upon any concerns • To work with external agencies to ensure students are fully supported 		
General Information	<ul style="list-style-type: none"> • The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. • The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the potholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation. • The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. • Archbishop Sentamu Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. 		

Knowledge/Experience/Skills/Qualifications Required:**Qualifications:**

- Educated to 'A' level qualification (or equivalent) or comparable level of experience.
- Recent (within last 2 years) safeguarding level 2 training
- Knowledge of complex safeguarding and child protection issues.
- Good standard of general education with a minimum GCSE Grade C in English and Maths, or equivalent.

Knowledge/experience:

- Knowledge and experience in safeguarding and child protection
- Recent experience of working with children and families
- Experience of working within a statutory childcare, social care or education field
- Knowledge of relevant legislation, regulations guidance and policy issues
- A good working knowledge of GDPR and related legislation and implications.
- Excellent ICT knowledge and experience

Personal skills

- A commitment to safeguarding and promoting the welfare of vulnerable children
- Flexible and adaptable with a strong work ethic
- Ability to remain calm when faced with challenging circumstances
- Ability to respond to unanticipated problems and situations.
- A high level of interpersonal and communication skills to communicate effectively with colleagues, young people, parents, outside agencies and other key stakeholders
- Ability to work sympathetically and sensitively with all those affected by issues of safeguarding.
- A courteous, positive and 'can do' problem solving approach.
- An understanding of and commitment to working in an equal opportunities environment
- Excellent administrative and organisational skills, including diary management and the prioritisation of work.