



JOB DESCRIPTION

Job Title:	Safeguarding Lead
Grade:	SO2, PT32 – PT34
Hours:	37 hours per week, Term time only (39 weeks)
Job Location:	Portland Academy
Responsible to:	The Ascent Safeguarding Lead/ Head of Academy

Purpose of Job

- Adopt the role of Designated Safeguarding Lead across the academy
- To lead the safeguarding team within the academy
- To manage all safeguarding referrals
- Ensure that safeguarding policies, procedures and practice across the academy meet statutory requirements
- To be the Academy's Health and Safety representative.

Principal Responsibilities

- Provide support for students and staff as outlined below, under the direction of the Ascent Safeguarding Lead/ Head of Academy
- To assume Lead Responsibility for Child Protection, leading on Safeguarding and managing concerns

Main Duties

1. Have a sound knowledge of, and to respond in accordance with, SSCB Safeguarding Children Procedures
2. Liaise with the Head teacher to inform him/her of issues especially on going enquiries under Section 47 of the Children Act 1989 and Police investigations
3. Liaise with other agencies and co-ordinate the most appropriate school representative to attend / contribute at child protection meetings
4. Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and managing concerns by liaising with relevant agencies
5. Ensure that all staff report any welfare concerns / suspicion of child abuse to the Designated Safeguarding Lead or Nominated Deputy in their absence.

6. Undertake all relevant training in relation to DSL post and keep up to date with changes in legislation, cascading this to all staff at every opportunity
7. Undertake a Termly Action Plan, ensuring that Staff are informed of any changes in Safeguarding which they need to be alerted to on both a Local and National level
8. Work with the Ascent Trust Safeguarding Lead, to ensure all policies, procedures and practice within the academy adhere to statutory requirements
9. Engage in a half-termly Supervision process with the Ascent Safeguarding Lead in order to ensure they are provided opportunities to critically analyse and reflect on their practice
10. Work flexibly to be able to support students and their families during extended hours provision eg, after school hours, Saturdays and during school holiday periods
11. Prepare a written record of the meetings attended, ensuring that all views and decisions are recorded accurately and are stored on the online monitoring system
12. Work with students and their families to prepare for the meetings, ensuring that the views of the young people are taken into account and evidenced during key transition periods
13. Ensure that a range of communication methods are available to students to be able to express their views
14. Work with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings
15. Ensure that final plans are communicated to all appropriate parties as necessary
16. Ensure all procedures relating to Early Help and Multi-disciplinary meetings follow statutory requirements and relevant guidelines
17. Undertake the role of Health and Safety representative for the academy, ensuring the promotion of health and safety across the academy
18. Provide Quality Assurance for all Risk Assessments across the academy.
19. Undertake any other duties as directed by the Ascent Safeguarding Lead or Head Teacher, commensurate with the role and level of the post as outlined in Annex B of Keeping Children Safe in Education (2016)

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to Keeping Children Safe in Education (2016), the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Author: K Raine

Date: September 2016