



South Tyneside Council

CHILDREN AND YOUNG PEOPLE

JOB DESCRIPTION

POST TITLE: **Safeguarding Officer** (37 hours weekly, term-time + 5 days)

GRADE: **Band 6 (SCP 22)**

RESPONSIBLE TO: **Assistant Head Teacher (Designated Senior Person for Child Protection and Safeguarding)**

Overall Objectives of the Post:

To take the lead role in managing the inclusion of vulnerable students; liaising with external agencies, together with the preparation of the relevant documentation, by Promoting a consistent approach to pastoral work throughout the school through the development of a shared vision and ethos, reflected in the school's policies and actions and working with Support Services Manager and the SLT to develop appropriate procedures for the effective Pastoral care of all students

Key Tasks of the Post:

- Leading all planning meetings, review meetings, Early Help Plans, transition and child protection meetings relating to child protection and safeguarding, special educational needs (including emotional and behavioural difficulties and speech and language difficulties) and medical needs
- Quality assuring Early Help assessments and EHC plans as a member of the multiagency team and the lead professional where appropriate
- Maintaining all records and information returns for vulnerable groups
- Contributing to school self-evaluation through regular monitoring and evaluation of standards within area of responsibility
- Liaising with the named person for child protection, senior management team and SENCO in relation to vulnerable students
- Co-ordinating information received from staff, parents and outside agencies, circulating information as appropriate
- Liaising with appropriate external agencies, e.g. school nurse, care assistant, EWO, educational psychologists, police, Careers advisory staff, etc and preparing the necessary reports for courts, social services, SENCO, etc including behaviour and pastoral support plans.
- Attending meetings with parents and external providers
- To work with the Head of Safeguarding in the support given to children
- Responsible for keeping and updating records in agreed format, contributing to reviews of systems / records as requested

- Promote positive values attitudes and good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within role / responsibility and participate in feedback sessions / meetings with parents under teacher's supervision
- Be aware of and comply with school policies and procedures relating to child protection, student behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)

Responsibilities will include:

Student Support

- Establish good working relationships with students, acting as a role model and setting high expectations
- Provide consistent support to all students, responding appropriately to individual student needs
- Promote inclusion and acceptance of all students

LAC

- Liaise with Community Leader to complete PEPs
- Quality assure PEPs
- Point of contact for carers/outside agencies

CP

- Attend CP meetings
- Provide reports/information when necessary
- Liaise with outside agencies

Admissions

- Point of contact for mid-term transfers
- Arrange/attend 'Why change schools/' meetings

Alt Ed Referrals

- Work with Pastoral Leads to produce and quality assure Alt Ed referrals

CSE

- After a referral from a Pastoral Leader and after consultation with the Assistant Head for Pastoral complete the local authority's CSE referral and submit to the South Tyneside Safeguarding Children's Board
- Interview children who return to school after a period of 'missing in education'
- Complete the local authority's 'Return to School' proforma and submit to the South Tyneside Safeguarding Children's Board

Outside Agencies/Initiatives

- Be a point of contact for the pastoral team for: PREVENT, Forced Marriage, Police/Other outside Agencies, STCSB

Communication

- Attend an end-of-day debrief with the Pastoral Leaders and the Safeguarding Officer

Mortimer Positive Discipline

- Work as a team to cover the LSU, inclusion room and 'on call'
- Enter behaviour data onto school systems, monitoring this by analysis of slips and lesson observation data.
- Have a presence around the school during the school day

Communication

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date and that relevant information is disseminated to staff.
- Provide effective liaison with outside agencies including Education Welfare & Social Services.

General Duties:

- To assist in the recording & monitoring of student progress, problems and development needs
- To provide information to the Head Teacher/teachers as appropriate, to enable them to carry out their role
- To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures
- To undertake any other reasonable duties, as requested by the Head Teacher.