



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>Job title:</b>	Senior Safeguarding Officer
<b>School/Department:</b>	Dukes
<b>Contract:</b>	Permanent
<b>Salary:</b>	Band 7
<b>Reporting to:</b>	Deputy Principal, Pastoral

### Job Purpose

NCEAT has a legal responsibility to ensure that children in its schools are appropriately safeguarded. The primary purpose of this role is to ensure that safe and effective safeguarding arrangements are in place across all our schools and that statutory compliance is secured.

The post holder will be the principal source of expertise relating to specific education legislation and guidance regarding safeguarding. This person will be required to interpret that legislation and guidance and then support colleagues within the Trust schools through the development of relevant policy and procedures. The post holder will oversee the monitoring and quality assurance of schools through the audit process.

The post holder will be accountable for:

### Statutory Compliance

- Exercise a lead role in ensuring that students within Duke's secondary school comply with all national and local safeguarding requirements. The post holder will be a point of contact for the Deputy Principals who are both DSL's, and the Principals for any advice relating to safeguarding practice.
- Provide advice and guidance (alongside Clennells) for staff within the school on their duties under S175 of the Education Act 2002 (the legislation which requires schools and settings to safeguard and promote the welfare of children).
- When necessary support senior staff within school with internal and external inspections/audits relating to the work of safeguarding in schools.
- Undertake relevant training that will ensure success in the role

### Monitoring & Quality Assurance

- To safeguard and promote the welfare of children and ensure schools are fulfilling their statutory obligations about safeguarding and promoting the welfare of children.
- Systematically monitor the referrals made on the school safeguard system, CPOMs, ensuring that all concerns are followed up and an action plan is put in place to safeguard the child effectively in a timely manner

- Liaise with staff if necessary to determine further information regarding the referrals that they are putting on CPOMs.
- Maintain monitoring systems for measuring compliance with S175 of the Education Act 2002. This will include monitoring CPOMs and tracking the compliance of individuals with regard to statutory training requirements
- Ensure that the practice in the school accords with the inter agency arrangements for child protection/safeguarding. The post holder will support, if required with on-site inspections of schools' compliance with the legal requirements and set out what individual schools/settings need to do in order to improve.
- The successful candidate will triangulate information regarding students so that they can make a balanced assessment of the appropriate next steps following a CPOMs concern, and be aware of the right members of staff and professionals to liaise with
- Close collaboration with other key members of staff will be required to ensure there is a culture of accountability amongst themselves and the relevant staff
- Through a detailed knowledge of the pastoral needs of students who may be at risk, the successful candidate will be able to proactively intervene if they see a pattern of behaviour which could lead to a safeguarding risk
- Due to the nature of the safeguarding work that is undertaken in the community, eg, operation encompass and prevent there will be a requirement that we work with these agencies outside of term time or school hours to enable us to respond effectively to any concerns raised by these external agencies. This will also be relevant to internal safeguarding concerns that occur
- Through liaising with the IT department the candidate will have an overview of the smoothwall and worry wall incidents, acting on these appropriately.
- Complete referrals, where necessary to external agencies.
- Liaise closely with Children's social care to support students. This could involve attending child protection, Child in Need and Early Help meetings.

### **Working within school**

- Ensure safeguarding requirements, systems, procedures and practices are up to date and understood in schools and settings (e.g. missing children, online abuse, sexual exploitation of children, child trafficking).
- Be aware of all relevant research to disseminate to school staff as a means of improving practice. The post holder must keep themselves abreast of all developments in the field of safeguarding and communicate these effectively. This will require the candidate to lead staff training sessions and give termly updates on any updates that staff need to be aware of.
- To work with the NCASP on any matters arising and be the link member of staff for other external agencies
- Through coordination with senior staff liaise with the Local Authority Designated Officers (LADOs), HR, and the police to ensure the effective management of allegations and investigations is undertaken effectively.
- Ensure that policies and procedures for all aspects of safeguarding children in education are available and updated on the school website
- Ensure safeguarding information is available and updated on the School website.
- Ensure that staff are given information and, if required training regarding a specific pattern of issues that may be prevalent in the school community. This may include harmful social media trends that are being followed by our students
- The successful candidate may be required to undertake other pastoral duties to support the heads of year where necessary

### **Levels of Responsibility**

- The post holder will have responsibility for ensuring that new national guidance and policy directives are implemented into operational practice in Duke's including the preparation of appropriate guidance to staff, policies and practice directives.
- Freedom to develop and implement a range of strategies to support the implementation of new safeguarding requirements and to improve practice across all schools. The post holder will have input into choices about how strategies are developed and implemented.

## **Person Specification**

### **Experience**

- The post holder will have experience of multi-agency work at a strategic level and experience of the education system, either in schools or a related field. He/she will be confident working alongside senior leaders within the school
- Experience of successfully working as part of a team and playing a key role in the effective safeguarding of children

### **Skills**

- The post holder will need to develop proactive working relationships and gain detailed and accurate information and knowledge to enable a problem solving approach to a range of complex issues.
- He/she will need to be a skilled negotiator as the issue of safeguarding is stressful and there is frequent conflict across agencies/professionals between the competing requirements of respecting confidentiality and disclosing information in order to safeguard children.
- The post holder will need to be able to use well-researched argument and persuasion to influence senior colleagues and policy makers.
- The post holder will have the skills necessary to manage and assimilate/assess complex information quickly and accurately, making balanced judgements in what are often highly confidential and sensitive matters.
- The post holder will have sound time management and organisational skills, ensuring tight and often critical, deadlines are met.
- The post holder must be able to deal with difficult situations in an effective manner that promotes good practice and have the skills to challenge poor practice constructively.
- The role requires highly developed interpersonal, written and oral presentation skills and the post holder must be able to communicate effectively at all levels to ensure desired outcomes.

### **Physical Demands/Working Conditions/Work Context**

- Comply with health and safety procedures
- Undergo any training to enable them to work competently and safely
- All staff must model Equal Opportunities and Anti-Discriminatory practice, challenging discriminatory practice when necessary

### **Knowledge and Qualifications**

- The post holder will have a sound knowledge of the relevant legislation including, Section 175 of the Education Act 2002 and related guidance, 'Working Together to Safeguard Children', 'Allegations of abuse against teachers and other staff' guidance and related documents.
- The post holder will have knowledge of the legislation relating to child protection and significant experience of safeguarding/child protection work in order to present a credible source of advice and support.
- The post holder must be able to think and operate strategically with the ability to translate strategy/theory/guidance/statutory requirements into practice.
- The post holder must be I.T. literate with the ability to use Microsoft Office, and relevant school related software packages – or equivalent and have the skills to manage information across the school..