

# **Leading Learning Trust – job description and person specification:**

## **Safeguarding Officer**

**This job description and person  
specification applies to this role at  
Primary School Level.**



**Leading  
Learning Trust**



## **JOB DESCRIPTION AND PURPOSE – Safeguarding Officer**

**Grade:** Scale SO1

**Based at:** Selwyn Primary School/Portway Primary School to meet the needs of the Leading Learning Trust

**Accountable to:** Head teacher; also other members of the school leadership team as directed

**Budget:** the postholder has no budget responsibility

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of *'it could happen here'* where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school insofar as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### **EQUAL OPPORTUNITIES**

The Leading Learning Trust has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.



## **PURPOSE OF JOB**

### **Key tasks and accountabilities**

- To promote the inclusion of families into the life of the school and to encourage positive family involvement in the child's learning.
- Under guidance from the Head Teacher and the Senior Leadership Team, to engage with vulnerable families in order to formulate a package of support.
- To provide support and advice for families to overcome barriers in order that they can support their children in achieving their best.
- To organise written records of concerns and referrals and report to Safeguarding Leads.
- Signposting families to relevant agencies and support groups.
- Accompanying parents / families to various services.
- To act as a point of contact in school for families in need of support.
- Supporting parental engagement with the school via a number of events, coffee mornings, sourcing or/and initiating shared learning opportunities such as adult education courses and parenting support.
- To build effective relationships with families.
- To work with families and external agencies to provide support for vulnerable and potentially vulnerable families.
- To contribute towards the annual CP report to governors and LA.
- To act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies/Safeguarding Lead.
- To work in conjunction with pertinent staff members such as attendance and admissions officers.
- To attend case conferences and core groups, write and present reports on the family to professionals.
- To ensure paperwork is organised and ready for all professional meetings.
- To support the implementation of safeguarding policies across the school
- Keep abreast with current safeguarding events relating to CP/CIN/LAC and young carers.

### **Management/Lead responsibilities**

- Maintain systems, recording information and communications within areas of safeguarding and family support.
- To provide chronology/paperwork for safeguarding meetings and assist with inclusion meetings across the school as necessary.
- Manage pertinent referrals.
- To be an active member of the safeguarding team.



- Support staff members in making referrals.

## **WORKING WITH PUPILS AND FAMILIES**

- Support families so that any barriers they may face are reduced, e.g., issues in school and externally, social and emotional issues.
- Providing support to individual children and families where issues are proving to be barriers to the child's educational progress.
- Facilitating home/carer – school links where appropriate and agreed, including phone calls, letters, meetings and home visits.
- Utilising the support of external agencies and the local community where appropriate and agreed.
- Establishing good working relationships with pupils and parents.
- Maintaining regular contact with parents/carers of identified pupils, keeping them informed of their child's / children's needs and progress and assisting them in forming links with the community.
- Supporting families in periods of transition.
- Using the Early Help Framework to implement appropriate actions and support families moving forward.
- Acting as a key link between families, school and other support agencies in the community.
- To provide advice and resources to internal professionals in how to manage individual and group behaviour.
- To work with other agencies and to contribute to effective coordination of the support for individual children.
- To work with school to raise family awareness and aspirations, and to increase the involvement of parents in literacy and numeracy initiatives in the classroom and home.
- To attend meetings in school and with external agencies as required.
- Any other duties within the competence of the post holder, which may be required reasonably from time to time.



## **PERSON SPECIFICATION**

### **Equality and Diversity**

- Understanding and promotion of Equality and Diversity Policy

### **Training and Qualification**

- Preferably educated to Degree level, preferably in Education
- Relevant child protection and safeguarding training
- Working with families (Home/School support qualification)

### **Skills and Abilities**

- Effective communication skills using a range of mediums and ability to relate to a variety of audiences
- IT literate
- Excellent time management skills
- Able to organise workload and prioritise
- Produce reports and communicate their findings
- Enthusiasm to motivate people and get them involved
- Engaging families to participate in services
- Ability to work as a member of a team
- Staff management
- Extensive knowledge of school management systems i.e., Bromcom, Safeguard software.

### **Experience**

- A minimum of one-year experience working in a similar role
- Experience of working in environments where barriers to social inclusion are identified and a positive ethos developed
- Delivering advice, support and training
- Have a record of developing positive relationships with children and their families
- Multi-agency working

### **Knowledge and Understanding**

- Educational provision
- Children's health and well-being
- Local services, community support
- Committed to personal development
- Child protection and safeguarding issues



- Foundations for Learning and Early Help framework

### **Personal Qualities**

- An energetic and enthusiastic team player who is able to enthuse others
- Be enthusiastic about securing changes for vulnerable families
- A positive and resilient approach to day-to-day challenges
- Show commitment to the school and contribute to all aspects of school life
- Be able to use own initiative
- Interested in own professional development