



Raleigh
EDUCATION TRUST

Safeguarding & Welfare Officer

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POST	SAFEGUARDING & WELFARE OFFICER
Reports to	Assistant Principal
Salary range	Grade GLPC - F Points 20 (£26,054.56 Term-time only actual)
Contract type	Permanent, Term time only
Hours	(37 hours per week)

The role in a nutshell

We are seeking to recruit an outstanding enthusiastic and dedicated Safeguarding and Welfare Lead to join our team. The role is also essential in planning and delivering practical support, advice and guidance to the providers and vulnerable families/pupils to reduce the risk of being referred to social care, ensuring families recognise their roles and responsibilities in the education of their children. You will advise and support the providers on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

The candidate

The ideal candidate will have or can demonstrate a commitment to undertake professional development:

- GCSE English and mathematics or a willingness to work towards a fully funded equivalent qualification.
- An unwavering commitment to a wide range of children with individual and often complex needs.
- Excellent communication skills.
- A commitment to teamwork.

We welcome applications from everyone who believes they meet the expectations of the role regardless of age, gender, ethnicity, sexual orientation, faith, or disability. To ensure that our staff composition is representative of the communities we serve, applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension scheme, health assured programme (EAP) and the CycleScheme Salary sacrifice.

We prioritise your professional growth with annual training and development opportunities, training bursaries are available upon request.

General duties and responsibilities

The roles allocated to a Transform Programme Coordinator are diverse, so they may vary from academy to academy.

Role Overview	<ul style="list-style-type: none"> Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm, ensuring information is accurately recorded and communicated. Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children. Work with the DSLs, teachers and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with a formal plan (Child protection or CiN or are LAC) Report to the Academy Designated Safeguarding Lead on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school
Key accountabilities	<ul style="list-style-type: none"> Act as a source of support, advice and expertise for all staff, including the DSLs at each alternative provision Monitor and quality assure the secure online safeguarding system – CPOMS, addressing and resolving concerns raised throughout the school day Act as a point of contact with the safeguarding partners Inform the principal and designated safeguarding lead of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically - Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances Work with the Senior Leadership Team and the Attendance and Welfare Team, taking responsibility for promoting educational outcomes by: <ul style="list-style-type: none"> Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced Identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school
The above includes	<ul style="list-style-type: none"> Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential Take a lead on community initiatives in school which support families who may be experiencing hardship or challenging circumstances Be an advocate for vulnerable pupils Support safeguarding inductions and training for staff, including any adult who comes to work in the school (supply staff and placement students)

Managing referrals	<ul style="list-style-type: none"> • Refer cases of suspected abuse and neglect to the local authority children’s social care • Support staff who make referrals to the local authority children’s social care • Refer cases to the Channel programme where there is a radicalisation concern • Support staff who make referrals to the Channel programme • Refer cases to the police where a crime may have been committed
Managing the child protection file	<ul style="list-style-type: none"> • Ensure child protection files are kept up to date • Keep information confidential and store it securely, making sure records include: <ul style="list-style-type: none"> • A clear and comprehensive summary of the concern • Details of how the concern was followed up and resolved • A note of any action taken, decisions reached and the outcome • Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE) • Where children leave the school (including in year transfers): <ul style="list-style-type: none"> • Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE • Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place
Raising awareness	<ul style="list-style-type: none"> • Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing • Support families in their understanding of safeguarding expectations and procedures, building trust through clear and honest communication
Training	<ul style="list-style-type: none"> • Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE • Undertake Prevent awareness training • Refresh knowledge and skills at regular intervals and at least annually
Providing support to staff	<ul style="list-style-type: none"> • Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters • Support staff during the referrals process • Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support • Attend the Trust Safeguarding Network meetings and feed back any key learning and messages to deputy DSLs and the principal
Holding and sharing information	<ul style="list-style-type: none"> • Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners • Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) • Keep detailed, accurate, secure written records of concerns and referrals

Other areas of responsibility	<ul style="list-style-type: none"> • The Safeguarding and Welfare Officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. • During term time, the Safeguarding and Welfare Officer should always be available during school hours for staff to discuss any safeguarding concerns. Ideally, this will be in person for Denewood Academy but can be via phone or video call for all the providers.
Additional related tasks	<ul style="list-style-type: none"> • Input to the Academy’s safeguarding system – CPOMS to record, monitor and evaluate serious issues/incidents • Support leaders in meetings with parents of pupils who are not positively responding to support to develop a plan for change and improvement • Support leaders in meetings with pupils/parents/carers and where appropriate colleagues/other professionals to agree a programme of support to be implemented • Share good practice with external stakeholders who work with pupils • Promote good attendance and contribute to the shared responsibility to improve overall attendance
Trust responsibilities	<ul style="list-style-type: none"> • Support and uphold the Trust’s ethos, values, policies and procedures • Apply and adhere to the Trust’s Code of Conduct • Act with professionalism and integrity at all times, promoting the Trust’s values • Comply with any reasonable request from the Principal to undertake work of a similar level or commensurate with the role / level of responsibility • Comply with Data Protection legislation and follow the principles of GDPR • Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust’s and Academies EDI policies • Promote a work environment that protects people’s health and safety and welfare in accordance with the Trust’s Health and Safety Policy

All staff are expected to maintain high standards of customer care in the context of the Trust’s Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

Person Specification

Skills/Abilities Other	<ul style="list-style-type: none"> • Ability to provide support for planning and delivery of learning activities • Skills to support the effective use of ICT in the classroom • Ability to organise classroom resources and assist with the maintenance of pupil records • GCSE Maths/English (grade C or above/4+)
Relevant experience	<ul style="list-style-type: none"> • Willingness to work with children and young people • Ability to use resources and materials including ICT software and equipment • Successful experience in a school or other relevant organisation • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> -Building relationships with children and their parents, particularly the most vulnerable -Working and communicating effectively with relevant agencies -Implementing and encouraging good safeguarding practice throughout a large team of people - Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Work to promote mutual respect and good relations	<ul style="list-style-type: none"> • Commitment to inclusive education • The desire to support a working culture which values creativity and openness and is sensitive to need.
Work related circumstances	<ul style="list-style-type: none"> • Be willing to undertake training and development, as necessary, to enhance service deliver

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application process, you will need to complete the application form and associated documents through the portal which can be found at: <https://raleigheducationtrust.face-ed.co.uk/vacancies>

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.