



Post Title:	Safeguarding Officer
Job Purpose:	To provide administrative and intervention support to the Safeguarding and Attendance Team and departments within the Directorate.
Responsible to:	Designated Safeguarding Lead Headteacher
Responsible for:	N/A
Liaising with (Working Relationships):	Safeguarding and Welfare Officers (Deputy DSL) Attendance Manager Designated Safeguarding Lead SENCO
Hours of Work:	37
Grade and Range of Post:	Grade 4/Range SCP 23 - 31
Current Base:	Heartlands Academy
Disclosure Level:	Enhanced Level.
Main / Core Duties:	<ul style="list-style-type: none"> • To work within the Safeguarding and Attendance team to support the needs of vulnerable pupils and/or with an attendance of 90% or less. • To work closely as a team in a multi-disciplinary role, supporting attendance and the emotional welfare of all students in the Academy. • To support attendance and drive to improve attendance levels across the Academy for students that are persistently absent. • To work collaboratively with the Safeguarding and Attendance team, Learning Managers to track and monitor support plans and interventions on a daily/weekly basis for students that are either vulnerable or have an attendance less than 90%. • To coordinate and arrange meetings according to agreed timescales / deadlines and invite students, parents, relevant external agencies and staff to attend. • To coordinate, monitor strategies and plans that allow students to be supported and in attendance in their learning in the Academy

	<ul style="list-style-type: none"> • To manage review files and collate relevant information from students, staff, parents and external agencies, including legal documentation required. • To develop reporting structures within the SIMS database/CPOMS and produce data / information as required by the Director of Safeguarding and Inclusion • To create and upload student information and correspondence to the SIMS database and CPOMS. • To maintain accurate student information within files and the SIMS database • To coordinate and plan appointments and provision / return of appropriate referral documentation • To coordinate and communicate information to relevant staff, agencies and parents. • To follow Academy policies and procedures, including those related to safeguarding and health and safety. • To maintain confidentiality of issues linked to home / students / teachers / schoolwork, as appropriate • Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children. • Ensure safeguarding standards are met and maintained. • Keep own knowledge and skills up to date • To lead and monitor around Early Help as well as support colleagues. • To lead and monitor Peer on Peer Abuse, as well as support colleagues. <p>To undertake any other duties and responsibilities as may be determined after negotiation between management, the post holder and appropriate Trade Unions.</p>
Line Management of	N/A
Service Development:	To seek continually to improve the attendance and welfare for all Heartlands Academy students.
Quality Assurance:	<p>Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.</p> <p>Inform the Designated Safeguarding Lead immediately of any Health and Safety or Child Protection concerns that arise.</p> <p>Support the Headteacher in ensuring that academy policies in all areas are followed by all staff.</p>



Communications:	<p>To ensure that all communications with service users demonstrate the values of E-ACT</p> <p>To attend all meetings identified by the DSL and communicate the E-ACT vision effectively at meetings – both internal and external.</p>
Marketing and Liaison:	<p>Develop, nurture and maintain the positive image of E-ACT and the academy at all times.</p> <p>Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the E-ACT.</p> <p>Actively /positively promote the services of the Trust.</p>
Management of Resources (Other than People):	<p>Responsibility for the safe use and safe keeping of Trust resources.</p>
Corporate Responsibility:	<p>To abide by and implement all policies and procedures of E-ACT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.</p>
Other Specific Responsibilities:	<p>To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.</p> <p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To be responsible for personal CPD and participate fully in training and development opportunities identified by E-ACT or as an outcome of performance management.</p> <p>Participate fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.</p> <p>Perform any other reasonable duties as requested by the Headteacher.</p>
Safeguarding:	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
General Statement:	<p>This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>
Date:	<p>February 2020</p>

REVIEW

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of the Headteacher, Line Manager or Post holder.

Heartlands Academy and E-ACT are committed to safeguarding and promoting the welfare of its children and young people and expects all employees and volunteers to share this commitment. E-ACT is committed to promoting equality of opportunity and diversity. All staff and volunteers are expected to be committed to the Academy Equal Opportunities Policy.

Employee Signature:

Date of Signing:

Headteacher Signature:

Date of Signing:

