

**Holy Family Catholic High School**  
**Job Description and Person Specification**

<b>Job title:</b>	<b>Safeguarding and Welfare Officer</b>
<b>Grade/actual salary:</b>	<b>F (Points 14 – 19); £23,919 - £26,744</b>
<b>Hours/weeks:</b>	<b>36 hours per week; Term time only</b>
<b>Contract type:</b>	<b>Permanent</b>
<b>Responsible to:</b>	<b>Assistant Head Teacher (Designated Safeguarding Lead)</b>

**Purpose of the Job:**

The Safeguarding and Welfare Officer will take responsibility for aspects of safeguarding and child protection across the school, as directed by the Designated Senior Leader (DSL). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of young people. They will advise and support other members of staff on all matters regarding safeguarding and liaise with relevant agencies such as the local authority, social services and the police. They will provide appropriate structured support to young people and parents.

The post holder will work with the Pastoral Teams and members of the Senior Leadership Team to deliver and create a shared vision for personal development, attitude and safeguarding for all members of the school community.

They will develop alongside the DSL, the safeguarding strategic vision and direction of the school, based on analysis of local and national safeguarding needs, and play an active role in creating a safe environment where all pupils can be ambitious, aspirational and enjoy success.

**Key areas of responsibility and expectations**

- Carry out your duties under the guidance and direction of your line manager, and in line with the school's policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values, to ensure that the school site and buildings are of the highest standards to visit, work and learn in.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices.

**Safeguarding**

- Be the Deputy Designated Safeguarding Lead (DDSL) for Holy Family Catholic High School, including to deputise for and act as the Designated Safeguarding Lead in their absence.
- Be part of the school's daily response to safeguarding concerns and referrals.
- Offer support, advice and give a level of expertise regarding safeguarding to all members of the staff body, taking appropriate action as required.
- Model for all staff exemplary practice in terms of safeguarding and child protection procedures.
- Triage concerns and referrals from staff, parents and pupils, taking appropriate action and making direct referrals to children's services and other relevant agencies where appropriate.
- Ensure all staff have access to and understand the school's Safeguarding/Child Protection policy.
- Ensure PREVENT is communicated to staff and disseminate key information.
- Contribute to the review and update of policy documents relating to safeguarding.
- Contribute to Child Protection conferences and core group processes by either attending or ensuring a relevant member of staff attends and necessary paperwork is completed or appropriate documentation is available.
- Oversee our provision for LAC (Looked after children).
- Keep an accurate, secure and up to date database of safeguarding information using CPOMS and produce reports with key information on safeguarding for stakeholders, including the Senior Leadership Team and governors.

- Provide structured support to young people, dependent upon need.
- Ensure that safeguarding and child protection professional development for all staff is embedded within the school
- Ensure that visitors to the school are fully aware of basic safeguarding procedures.
- Create training resources for safeguarding to be used by staff, governors, parents, and pupils.
- Provide supervision sessions for colleagues who work in safeguarding.
- Organise and take part in targeted safeguarding training and intervention programs for individuals and groups of pupils.
- Distribute information on safeguarding to staff, governors, parents, and pupils liaising with members of the pastoral team.
- Maintain the upkeep of safeguarding notice boards and displays either around the school or on the website.
- Hold responsibility for making and confirming arrangements with external trainers for the delivery of training for staff and governors within the school.
- Arrange Child Protection and Safeguarding courses for relevant colleagues and to ensure the renewal of the courses are completed within relevant timescales.
- Work alongside the DSL, SENDCo and our Alternative Provision Manager in having oversight of the safeguarding provision for any pupils educated off site.
- Provide targeted outreach support to pupils and families identified by the school, including those families at early help, child in need and child protection, but also as a supportive preventative measure.

### Communication

- Respond to face-to-face, telephone and email enquiries from staff, parents, pupils and outside agencies.
- Maintain records/management information systems on safeguarding and child protection on CPOMS.
- Play a major role in initiatives and projects that may arise during the year.
- Ensure that all relevant safeguarding files and information is forwarded appropriately when a pupil transfers to another school or to post-16 education.
- Liaise directly with primary schools, playing a full part in the transition of pupils from year 6 to year 7 and the transfer of relevant safeguarding documentation.
- Establish constructive relationships with colleagues within the school and across the sphere of safeguarding and child protection, communicating effectively with other agencies and professionals.
- Communicate key issues regarding individual pupils to relevant members of staff
- Participate on the duty rota as required.
- Participate in staff meetings and support positive communication between team members and the organisation.

### Pastoral responsibilities

- Work collaboratively with other members of the school's pastoral team including the Attendance and SEND teams to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all pupils.
- Be a visible presence around the school modelling high standards, motivation and persistence.
- Contribute to the supervision of pupils during break, lunch, before and after school. Sustain effective, positive relationships with all staff, pupils, parents/carers, governors and the local community and be an excellent ambassador for the school.
- Organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
- Attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- Attend and participate in relevant training, meetings and performance development as required.
- Promote mental health and wellbeing, know how to support pupils and be a point of contact for pupils with regards to extra support which may be needed.
- Support aspects of the school's work on ACES and be committed to being trauma informed with an understanding of what this means for pupils and their families.
- Act as a deputy first aider.
- Attend trips and visits as required.

## Holy Family Catholic High School Person Specification

<b>Knowledge, qualifications, skills and experience</b>	<b>Essential/ Desirable</b>
Knowledge of KCSIE legislation.	Essential
Ability to work with a range of people with the aim of ensuring the safety and welfare of children.	Essential
Working and communicating effectively with relevant agencies.	Essential
Excellent record keeping skill and attention to detail, in order to produce reports, take minutes of meetings and document safeguarding concerns	Essential
Ability to build effective working relationships with staff and other stakeholders.	Essential
Ability to work within statutory requirements and school policies.	Essential
Commitment to ensuring the safety and welfare of children.	Essential
Act with honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school.	Essential
Ability to work under pressure and prioritise effectively.	Essential
Maintain confidentiality at all times.	Essential
Commitment to equality.	Essential
Full and valid driving licence and access to a car.	Desirable
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Previous safeguarding or pastoral experience, within Education or Social Services and/or voluntary organisation or health related setting.	Essential
Safeguarding qualification/training is desirable but not essential.	Desirable
GCSE grade C/4 or above (or equivalent) in English and maths.	Desirable
Effective communication, IT and interpersonal skills.	Essential
Awareness of local and national agencies that provide support for children and their families.	Desirable

### **General information**

This job profile is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.