

ROYAL ALEXANDRA AND ALBERT SCHOOL



Job details

Safeguarding Officer from September 2022

Thank you for your interest in this post and we look forward to receiving your application. This is an exciting opportunity for someone to join our school. We are looking for someone who:

- Is dedicated to supporting pupils to flourish whatever challenges they face
- Offers inspirational and caring guidance for young people
- Works collaboratively, asks questions and is keen to learn
- Has a meticulous and consistent approach to record keeping and information sharing

We are looking for a dedicated, trained and hard-working Safeguarding Officer to join our forward thinking, innovative and dynamic School.

Working as part of our wide Health & Welfare team, the post holder will play a key role in ensuring that all of our pupils are safe and well supported whatever challenges they face. Reporting to the Designated Safeguarding Lead, the Safeguarding Officer will act as a central point of safeguarding and child protection related support, advice, and guidance for colleagues across the teaching, boarding and wider staff. They will support and promote safeguarding, child protection and equality and diversity awareness within the school; help to maintain and promote good discipline; help to develop a culture of mutual support; and share best practice within the team. The successful candidate will be given full support and will be encouraged to engage in further professional development which we believe will benefit both the individual and the school.

This document contains information about the department, the job description and the person specification.

Separately, there are the following documents:

- Recruitment Booklet
- Information about the school is on the TES page for RAAS
<https://www.tes.com/jobs/employer/royal-alexandra-and-albert-school-1039740>

Visit our website <http://www.raa-school.co.uk/> for more information about the school and <http://www.raa-school.co.uk/vacancies.asp> for information for prospective members of staff.

Applicants should submit the Application Form (the TES application form can be used) and a letter of application which should not normally exceed two sides.

Candidates selected for interview will be informed by telephone and email. We do not generally contact candidates who are not shortlisted.

Thank you for taking the time to complete your application.

Current Information on the Safeguarding Team

Staffing

The Deputy Head – Pastoral is our current DSL and leads the team of Deputy DSLs and wider Health & Welfare Team to ensure that all children and young adults at RAAS are safeguarded.

We have a team of five Deputy DSLs and the successful candidate will become an additional Deputy DSL but with greater responsibility for coordinating the safeguarding activities at RAAS.

The Safeguarding Officer will work closely with a range of key professionals in the school including our team of Counsellors, Health Centre staff, Social Inclusion team, Director of Inclusion and SENCo as well as the large and effective Pastoral Team.

Deputy Head Pastoral: Mr Joe Gale

JOB DESCRIPTION

Post Title:	Safeguarding Officer
Scale:	FTE £25,523 - £28,137 Actual salary £23,104.31 – 25,470.60 pa (dependent on experience)
Responsible to:	Deputy Head Pastoral
Start date:	September 2022
Hours:	Monday – Friday, 8.00am – 4.30pm (30 min unpaid break). Term-time (35 weeks per year) + 10 days incl. INSET (days to be agreed)

The Role

To support the Designated Safeguarding Lead (DSL) with safeguarding and child protection across the school at an operational level. The Safeguarding Officer will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will also advise and support other members of staff on child welfare, attendance issues and child protection matters, and liaise with relevant agencies such as the local authority and police.

Key Responsibilities

- To promote the development of a culture of safeguarding in the school; this includes developing, monitoring and reviewing the internal policies and systems in relation to safeguarding and child protection.
- To have responsibility for monitoring and assessing the impact of safeguarding and child protection practise at every level in the school, identify risks, and communicate those risks to the Headteacher and DSL.
- To develop and have operational responsibility for referral systems which promote the sharing of information and a common approach to keeping children safe.

Specific responsibilities

- To receive safeguarding concerns, triage, and respond appropriately by ensuring the appropriate reporting procedures are followed and the best interests of the child are prioritised.
- To manage and ensure that initial investigations are carried out in accordance with local and national guidelines.
- To attend multi-agency case conferences, strategy discussions and other safeguarding and child protection meetings.
- To plan, co-ordinate and review the provision and interventions for safeguarding children.
- Construct or contribute to individual pupil 'Risk Assessments and Safety Plans' and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- To plan and co-ordinate the early identification of vulnerable children and families.
- Liaise with staff to provide particular support to vulnerable pupils to raise achievement and attendance and to help them overcome barriers to learning.
- Set up and attend regular meetings with key pastoral leaders in school and boarding to ensure effective communication that facilitates the work of the safeguarding team.

- Act as a source of support, advice and expertise for staff and provide advice and support to parents/carers of vulnerable pupils including making home visits.
- To produce timely and accurate reports and presentations on safeguarding and child protection for the headteacher, DSL and SLT.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protections and report where required.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm; or to improve attendance.
- Co-ordinate safeguarding and welfare referrals to access need, ensure appropriate and timely interventions are in place to meet the need of vulnerable and at risk pupils, including own case load.
- Initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referral for pupils.
- Attend, and in some cases chair, internal and external meetings in order to advocate for pupils and support colleagues and partners to develop successful outcomes for pupils, arranging and chairing meetings as required (including a weekly safeguarding update meeting with the DSL Team and Health & Welfare Meeting).
- Support the DSL to develop safeguarding resources throughout the academic year in order to raise awareness of related issues and equip all students and staff to keep themselves and others safe. Supporting with staff development and training as required.
- Liaise with the school Director of Admissions and Marketing to utilise social media to publicise the latest local and national initiatives.
- Ensure safeguarding and child protection files are transferred to new schools securely and received from previous schools.

Other

- Actively contribute to the co-curricular life of the School
- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate
- Commitment to the principles of the Foundation of the School
- Contribute to the overall ethos and aims of the school

Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent relevant experience in a child protection setting. • DSL Training 	<ul style="list-style-type: none"> • Additional DSL training such as Signs of Neglect, PREVENT, FGM, County Lines etc
Knowledge	<ul style="list-style-type: none"> • Understanding of principles of safeguarding practice. 	

	<ul style="list-style-type: none"> • Knowledge of Safeguarding practice • Knowledge of current safeguarding issues. • Working knowledge of Safeguarding Child Protection Policies, procedures and issues. 	
Experience	<ul style="list-style-type: none"> • Successful experience of working with young people. • Ability to understand and manage complex situations across services, partner agencies and organisational boundaries. • Experience of providing information, advice and guidance to staff and young people. • Experience of working in partnership with external agencies. • Analytical and problem solving skills based on a clear understanding of issues facing the school. 	<ul style="list-style-type: none"> • Experience of working in the school setting • Experience of using online safeguarding platforms for recording safeguarding concerns
Personal	<ul style="list-style-type: none"> • To ability to manage highly confidential information and exercise discretion. • Professional and emotional resilience • Excellent Communication and interpersonal skills – meeting with parents and pupils • Proactive with excellent initiative • Ability to prioritise and work with teams effectively • Excellent ICT skills • Ability to keep to strict deadlines. 	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.