



Cardinal Wiseman Catholic School

Job Description

Post Title:	SAFEGUARDING SUPPORT OFFICER
Responsible to:	LEAD DDSL
Purpose:	<p>Under the direction of Lead DDSL</p> <ul style="list-style-type: none"> <input type="checkbox"/> To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person. <input type="checkbox"/> To liaise with referring agencies, including Local Authority, health and voluntary sectors to ensure all documents are completed to meet standards. <input type="checkbox"/> To attend and facilitate family meetings and identify a clear action plan, roles and responsibilities of all parties involved in the plan. <input type="checkbox"/> To organise and support individual pupils, liaison with external agencies and other staff so that the needs of the young people are met. <input type="checkbox"/> Work will impact on standards of attainment, attendance, exclusions and maintaining good standards of behaviour. <input type="checkbox"/> Work independently if required and be capable of decision making positively for the well-being and attendance of pupils. <ul style="list-style-type: none"> • High level of detailed work which requires technical knowledge and current professional knowledge about systems and procedures. • Decision making which impacts on individuals within the frameworks, policies and procedures provided by the school.
Working Time:	Up to 37 hours per week, term time only plus 1 week
Salary/Grade:	Romero Grade 5
Disclosure level	Enhanced
Key Responsibilities:	<ul style="list-style-type: none"> • To contribute to raising standards of attainment by improving attendance, reducing exclusions and maintaining good standards of behaviour. • To support children whose education is at risk due to attendance related issues. • To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support. • To investigate the reasons, for an agreed caseload of students for unauthorised absence from school. • To assist the Designed Safeguarding Lead & DDSL's in all aspects of managing safeguarding concerns, liaising with external agencies where appropriate.



	<ul style="list-style-type: none"> • To develop and maintain high quality pastoral relationships with pupils • To maintain good communication and integrated working between the school, CFF, Social Care and other external agencies. • To develop and maintain a clear record of the school's activity using CPOMS system. • To undertake training as necessary, to include level 3 (DSL) safeguarding. • Make home visits as appropriate to the individual case on an accompanied or unaccompanied basis as required by specific circumstances. • To meet/communicate with students, parents/carers both formally and informally via phone calls, one-to-one meetings at the relevant school or home visits and letters as appropriate. • To prepare and provide written and/or verbal reports, evaluations and action plans. • To adhere to all data protection and data management legislation. • To promote the value of achievement in education and inclusion. • To advise relevant staff on strategies necessary to support individual students. • Provide one to one support for young people when required.
<p>General Responsibilities:</p>	<p>Health & Safety You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Academy/School's Health and Safety Policy.</p> <p>Child Protection/vulnerable adults statement The School/Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment</p> <p>You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.</p> <p>School values Ensure your work, communication and approach conforms to the school values of the School and the wider Academy. Keep up to date, and comply with the School/Academy Rules, Policies and Procedures at all times, as detailed in the School Code of Conduct.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Catholic Life To make a positive contribution to the wider life and ethos of the school in supporting the school in meeting its legal requirements for worship</p>



Special Conditions

Education is an ever-changing service and all staff are expected to participate constructively in schools and to adopt a flexible approach to their work.

The job description will be reviewed annually during the performance review process and will be varied in light of the business needs of the school.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.