

## Job Description Safeguarding Assistant & Inclusion Support

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| <b>Responsible to</b> | Senior Safeguarding Lead                                                                                        |
| <b>Grade</b>          | 5                                                                                                               |
| <b>Hours</b>          | 37 hours per week, term time only plus 1 week                                                                   |
| <b>Location</b>       | Based at Barr's Hill School with a requirement to travel to undertake work at or for academies within the Trust |

### Job Purpose

To work with the Senior Safeguarding Lead to support staff to safeguard the school community and promote students welfare and develop effective liaison with external services to provide support, advice and guidance on safeguarding issues. In addition to work as part of the inclusion team to provide intervention and mentoring support for a key case load of high profile vulnerable students.

### Duties and responsibilities

#### Safeguarding

- Assist the Deputy DSL when the DSL is off site.
- Support students in their learning, and encourage positive attitudes and behaviour in and around school.
- Champion safeguarding and student welfare across the School, sharing best practice and ensuring that school policy is enacted in practice.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures the School may put in place to protect them.
- Work in partnership with the Senior Safeguarding Lead and internal and external colleagues to ensure that the school meets statutory and local requirements in relation to safeguarding.
- Ensure the School's Safeguarding & Child Protection policies are known, understood and used appropriately.
- Support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.

#### Supporting policies and practices in School

- Work with the DSL to ensure that support is always available for staff in the School to discuss any safeguarding concerns.
- Maintain accurate, detailed and up to date student Child Protection records and in-house documentation, managing these in accordance with the Data Protection Act.
- Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

- Provide support to ensure that the Trust's safeguarding policies and procedures are in place.
- Support with training for new members of staff
- Support the DSL in ensuring parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
- Support the DSL in ensuring that the School website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly.

### **Managing referrals**

- Support the DSL to refer / ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- Support the DSL to Refer / ensure concerns of potential radicalisation are referred to Channel and / or the appropriate body, and support staff through this process as required.
- Support the management of the CPOMS reporting system, producing reports and monitoring to support the DSL.
- Support the DSL to refer cases where a crime may have been committed to the Police as required.

### **Multi agency working**

- Represent the school at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.
- Ensure that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored.
- Co-ordinate the work of colleagues and external agencies, working with the DSL and Hub teams to allocate resource and support so that the team(s) working with vulnerable students provide effective support

### **Preventing radicalization**

- Support the DSL to lead the School's efforts to safeguard students from potential radicalisation In accordance with the Prevent Duty and Channel Duty Guidance for England and Wales.
- Support the DSL to advise and support staff, students and parents with matters relating to Prevent, ensuring that staff are appropriately trained and are aware of the referral processes.
- Support the DSL to liaise with the Police and associated Prevent coordinators to ensure students receive annual age appropriate educational opportunities through workshops, visits/visitors and assemblies.

### **Inclusion Support**

- Hold a case load of high profile vulnerable students from across the school. Work closely with the Hub Teams and Director of Inclusion to remove barriers to learning and attendance.
- Run a range of interventions as part of the inclusion team to remove barriers to learning for targeted individual and groups of students

- Work with the Hub teams and proactively visit parents of vulnerable students to improve parental engagement and student learning and attendance.
- Work with the Hub teams and regularly meet parents of targeted students in school to discuss student progress.

### Other

- To be a port of call for Child Protection issues within the Key Stage Hubs.
- Attend briefings/meetings in accordance with the requirements of the Key Stage Hubs.
- Undertake other duties and responsibilities as directed by the Senior Safeguarding Lead.
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

### Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Safeguarding Assistant and Inclusion Support are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

| Special conditions of employment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p> |
| <p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>                                                                                                                                                                                                                                                                                                                                                                                                   |

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: Chris Jupp, Head Teacher**

**Date: June 2022**

