

Job Title: Deputy Child Protection/Safeguarding

Contract: 37 hours per week term time only

Pay Grade: GLC P16 – 20

Job Description

This job description may be amended at any time following consultation between the Head of School and the Deputy Safeguarding Lead and will be reviewed annually.

Aims and purpose

To work in partnership with the DSL's, Senior Leadership Team and Inclusion Team to ensure there is the highest standards of academic, personal and social development of students by:

- Taking responsibility for safeguarding and child protection across the Academy, ensuring that the GLC Safeguarding Policy is fully implemented, monitored and evaluated.
- Being accountable for a case load of students including arranging and attending internal and external meetings, keeping accurate records and ensuring to liaise with the relevant agencies in a timely and effective manner.
- Overseeing and implementing effective strategies to support students who are under Special Guardianship orders.
- Planning and leading on a number of parent awareness events, both small group and targeted sessions, throughout the academic year, to raise the profile of key parenting strategies and support services.
- Developing positive relationships with parents and key students to prepare them for learning and life.
- Developing effective partnerships with parents, key students and external agencies for the benefit of all in the community.
- Developing effective relationships with parents to ensure any potential barriers for pupils are diminished.
- To support with the implementation of the whole school attendance strategy.

Promote personal development, behaviour and welfare by:

- Taking responsibility for safeguarding and child protection within the academy ensuring that the GLC Safeguarding Policy is fully implemented, monitored, evaluated, understood and used appropriately by all relevant parties.
- Respond appropriately to disclosures or concerns which relate to the wellbeing of a child.
- Act as a source of support, advice and expertise for staff and parents within the Academy for child protection and safeguarding.
- Contribute as requested, to the review of the GLC's Child Protection Policy.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection.
- 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.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer students and or their families to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for students.

- When appropriate, to act as the lead professional and coordinate the team around the child meetings.
- To ensure that appropriate challenges are made at the appropriate level when it is felt the actions are not in the best interests of the child.
- Keep up to date with developments relevant to the role in line with Keeping Children Safe in Education.
- To co-ordinate and support families in times of crisis through issuing food bank, uniform and any other form of appropriate support.
- To co-ordinate the resources to ensure that provisions for families in need are easily accessible and available should it be needed.
- To provide support and challenge to diminish any potential home barriers that are preventing pupils from thriving.
- Developing a trusting, reliable and strong professional relationship with the students that ensures rapid and appropriate actions will be taken to resolve any concerns that they may have.
- Consistently modelling the positive attitudes, values and behaviours which are expected of students at all times.
- Managing your own professional development through undertaking of relevant training and sharing best practice. Ensuring you have taken the relevant mental health training.
- Keeping accurate records of interventions including a number of case studies, evaluating the impact on a regular basis.
- Establishing a culture that promotes excellence, equality, high expectations of all students within an environment where mutual respect, tolerance and having fun together are common place.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.

Accountabilities

- Attend and participate in Child Protection Conferences and planning and review meetings, whilst working closely with colleagues in Children's Services as required, some of which may take place outside of normal working hours.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy.
- To maintain confidentiality at all times.
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the Academy.
- To adhere to the Academy's policies as outline in the staff handbook.

Specialist Knowledge and skills

- Demonstrable knowledge of the principals involved in giving advice and guidance to children, young people and parents including the place of confidentiality.
- Knowledge of the responsibilities of agencies towards vulnerable children such as the child protection procedures and intervention work.
- Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable students/students and families.
- Knowledge of 'Framework for the Assessment of Children in Need and their Families'.
- Ability to summarise clearly and concisely and articulate concepts and proposals.
- Ability to produce concise and complex reports.
- To be able to evaluate theoretical research-based information.
- An understanding of ECAF and the 'Early Help' process.
- Knowledge of Schools Information Systems (SIMS).
- Ability to maintain student records and write other short reports as required.
- Ability to record and produce minutes from safeguarding meetings.
- Ability to work on one's own initiative, balance competing priorities and organise a work schedule.

Expertise

- Demonstrable experience of working effectively with vulnerable children/young people in either education, social work, youth work or another related area of work.
- Extensive experience of working effectively with the parents/carers of children/young people.
- Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare or significant recent experience in working with children and families in a statutory childcare agency.

Other requirements

- Ability to work flexibly and attend evening and early morning meetings as and when required.
- Self-motivated and able to prioritise a demanding workload.
- To be professionally assertive and clear thinking, able to negotiate.
- To be able to operate as part of a team.
- To be a 'warm demander' diminishing barriers and providing appropriate support and challenge to ensure pupils thrive.
- A full valid driving licence and the use of a car.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the Academy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Communicate effectively with parents/carers with regard to students' achievements and well-being.

Personal and professional conduct

All staff are expected to demonstrate consistently high standards of personal and professional conduct. Staff working at Academy uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a staff member's professional position.
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the Academy in which they work and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of and always act within, the statutory frameworks which sets out their professional duties and responsibilities.

Other professional requirements and duties include:

- Setting a good standard of behaviour and being a good role model for children, supporting Academy Policies on Behaviour and Discipline and sharing responsibility for the behaviour of all children in the Academy.
- Establishing good relationships with parents/carers, creating trust and confidence, communicating with parents/carers about general Academy issues, curriculum matters and individual children's progress.
- Developing and maintaining effective systems for communication with staff and the Head of School to ensure continuity of learning, consistency of approach and message.
- Informing the Head of School of any concerns of parents/carers in relation to work or other aspects of education at the earliest opportunity.
- Taking shared responsibility for the care and appearance of the Academy's environment and to encourage all children to have a pride in their Academy.
- Being mutually supportive of other staff and the Head of School, to foster good working relationships and a happy working environment.
- Participating in any arrangements for the appraisal of your performance.
- Maintaining Academy confidentiality at all times.
- Ensuring you are aware of your common law duty in relation to the health, safety and welfare of the children in the Academy or when leading activities off the Academy's site and that all such procedures are followed in line with the Academy's Policies and Procedures.
- Knowing the legal responsibilities in relation to the Race Relations Act 1976, Sex Discrimination Act 1975, Children's Act 1989, Child Protection procedures, appropriate physical contact and physical restraint of students and other relevant DFE circulars.