



JOB TITLE:	Safeguarding & Wellbeing Lead
PURPOSE:	<p>To work as part of the safeguarding team to support students in KS3, 4 and 5, ensuring students are happy, successful and safeguarded by working with professionals inside and outside of school to remove the barriers to learning.</p> <p>To work with the SENDCo, Inclusion Team and the DSL to ensure safeguarding across the school is outstanding and that all students are protected from harm</p> <p>To be a first point of contact for the day to day pastoral care of the students and to liaise with Heads of Year in addressing the issues raised.</p>
SALARY SCALE:	SO2
REPORTING TO:	Deputy Headteacher – Behaviour, Safeguarding & Inclusion/Designated Safeguarding Lead
Main Responsibilities:	
Leadership	<p>To support the Designated Safeguarding Lead with CP concerns, acting as a deputy Child Protection Support Officer, by: making referrals, attending relevant meetings and keeping child protection/safeguarding records updated. Attend all relevant training as requested by the DSL.</p> <p>To become an 'expert' on an aspect of safeguarding and share that expertise with staff</p> <p>Have a pivotal role in securing efficient multi agency working through ensuring the sharing of information, preparation of reports and attending necessary meetings e.g. LACs, PEPs, TACs etc.</p> <p>Operate within legal, ethical and professional boundaries when working with students and those involved with them. Prepare and deliver intervention programmes to address the needs of identified groups.</p> <p>Maintain a caseload of students' identified as needing additional support, planning the support they need and evaluating its impact.</p> <p>Contribute to the identification of barriers to learning for individual students and provide them with a range of strategies for overcoming the barriers.</p> <p>Support and assist students and parents in making effective choices.</p>
	Work closely with the Heads of Year to ensure the smooth transition of casual admissions and students from the Fair Access Panel.



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<p>Pupils</p> <p>Parents</p>	<p>Support and attend a range of key stage events e.g. parent evenings, celebrations, enrichment trips.</p> <p>Support students through the transition stages, KS3 to KS4 and KS4 to KS5 (e.g. options events) as required.</p> <p>Support with developing and maintaining contact with all parents/carers and secure positive family support for the student.</p> <p>Attend inclusion meetings to share information, agree strategies for individual students and evaluate their impact.</p> <p>To hold regular focus groups to give all students an opportunity to discuss their progress, raise issues and share these with the Heads of Year.</p>
<p>Teaching & Learning</p> <p>Behaviour for Learning</p>	<p>Support high attendance and punctuality within the key stage, addressing issues as they arise, in line with school policy.</p> <p>Support the management of good behaviour for learning by liaising with colleagues, parents and other agencies.</p> <p>With the Heads of Year, play a crucial role in reducing levels of fixed term exclusion through programmes of effective interventions personalised for the student.</p>
<p>Curriculum</p>	<p>Support the effective running of the reflection room and ensure students continue to access the curriculum.</p>
<p>Community Enrichment</p>	<p>Develop and maintain community projects to promote community cohesion.</p> <p>Support colleagues who are experiencing difficulties with students and/or parents.</p> <p>To liaise with teaching colleagues and offer in class support if appropriate</p>
<p>Assessment, Recording & Reporting</p>	<p>Play a key role in identifying provision for individual students (in and out of the school) so that learning opportunities, outcomes and qualifications are maximised.</p> <p>Work closely with all pastoral staff ensuring they are kept up to date with student information.</p> <p>Maintain accurate student records on SIMS and MyConcern and keep students files (central) updated with relevant information.</p>



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Quality Assurance & Self-Review	Produce impact reports on Interventions undertaken with students.
Planning	Contribute to the whole school improvement plan.

This is an indication of main responsibilities but the post holder should expect to undertake any reasonable activity as directed by the Headteacher.



Person Specification for the post of: Safeguarding & Wellbeing Lead

Qualifications/Training	<p>Minimum of GCSE English and Maths (C+ grade) or NVQ Level 2 in Literacy and Numeracy or equivalent Degree or professional qualification relevant to the role (desirable but not essential).</p>
<i>Experience</i>	<p>Evidence of effectively contributing towards the raising of educational attainment Proven experience of working with young people Evidence of providing high quality communication with students, parents/carers, and outside agencies.</p> <p>An understanding of current legislation as it relates to safety and welfare of young people. Knowledge of safeguarding children systems and procedures Ability to identify potential barriers to learning and devise strategies to overcome these. Clear understanding of the processes required for managing planning, preparation and delivery of different initiatives. Ability to demonstrate an understanding of appropriate strategies for behaviour management.</p>
Skills and Attributes	<p>Ability to build good relationships with students, parents/carers, teachers and other professionals. Ability to work as part of a team. Ability to provide advice and guidance Ability to treat students of all abilities and from all social and cultural backgrounds with respect Demonstrate emotional resilience in working with challenging behaviours and attitudes and maintain discipline. Form and maintain appropriate relationships and personal boundaries with students. Ability to be patient, but firm when necessary. Willingness to undertake relevant training. Be a good role model for attendance and punctuality. Ability to work on your own initiative.</p>
IT Skills	<p>Proven experience of effective use of ICT</p>