

JOB TITLE: Safeguarding Officer

DEPARTMENT: Pastoral

SECTION: Secondary School

ESSENTIAL CRITERIA

Qualifications & Training:

- NVQ Level 4 or equivalent qualification or relevant experience.
- Good knowledge and understanding of relevant ICT packages including schools specialist software, including previous use of SIMS, CPOMS, MY Concern, Microsoft office suite and Outlook emails and calendar
- Excellent knowledge and understanding of all relevant policies, including Child Care legislation, Working Together to Safeguard Children, Adoption legislation, the Assessment Framework and other relevant national guidance including knowledge of the responsibilities of schools and other agencies
- Understanding of child protection policies, procedures and practices e.g. Child protection, Children in Care, court proceedings
- Understanding of School systems and processes

Experience:

- Several years demonstratable experience working at a senior level
- Good experience of working in a school environment
- Evidence of direct work with children in need and their families and experience of working in the child protection system.
- Experience of safeguarding in a school or other relevant organisation, including:
- Building relationships with children and their parents, particularly the most vulnerable
- Working and communicating effectively with relevant local and national agencies
- Implementing and encouraging good safeguarding practice throughout a large team of people
- Experience of handling sensitive data and upholding the principles of confidentiality

Skills & Abilities:

- Ability to be self-motivated and prioritise own workload and that of others
- Ability to assess children and families in relation to their need or support and/or protection from harm.
- Ability to use evidence and research to inform practice and decision making and to identify potential difficulties/issues, analyse them and make recommendations
- Excellent record keeping skills and attention to detail in order to produce reports and take minutes of meetings.
- Ability to relate well to children and adults, including Governors, often on behalf of the Head teacher.
- Ability to develop and deliver bespoke, effective training on relevant topics to large and small groups
- Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues.

- Able to provide advice and guidance to senior staff/Head Teacher/Governors on technical and specialist information and influence school policy on such matters
- Able to negotiate and attempt to influence others, including external agencies
- Able to identify potential difficulties/issues, analyse them and make recommendations
- Able to prepare reports for Head Teacher/Governors
- Able to prepare a range of documents/information, including those for external agencies and services
- Able to organise, lead and motivate other staff

Equalities:

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.