

JOB DESCRIPTION



Job Title:	Safeguarding Lead
School:	Livingstone Road Federation
Salary Grade:	Grade H – SCP 24 - 27
Responsible to:	Deputy Headteacher
Responsible for:	N/A

Main Job Purpose

The Safeguarding Lead will have responsibility for safeguarding and child protection across the Federation. They will be supported by a team of Deputy Designated Safeguarding Leads (DDSL). The postholder will take part in strategy discussions and inter-agency meetings and contribute to the assessment of pupils. They will advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority (LA) and police. The Deputy Headteacher (DHT) will be the senior DSL and retain responsibility for the work of the Safeguarding Lead, ensuring it is completed to the highest standard.

Main Responsibilities and Duties

- 1) To monitor and respond to cases logged on the MyConcern database.
- 2) To take responsibility for collecting and transferring electronic safeguarding files when a pupil moves on or arrives at the Federation.
- 3) To refer individual cases of suspected abuse to the relevant LA, Children Services area (following SSCB guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to child protection.
- 4) To hold regular meetings with the safeguarding team to discuss and share information.
- 5) To support the Federation to be compliant with the 'Prevent' duty requirements and ensure all staff undertake regular safeguarding training.
- 6) To undertake safeguarding inductions for all Federation visitors and contractors.
- 7) To liaise with the DHT to inform them of issues, especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.
- 8) As required, to liaise with the 'case manager' and the Designated Officer in the LA (LADO) for child protection matters.
- 9) To liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- 10) To attend and action PEPs, CP conferences, Child In Need, Strategy, core group and team around the family meetings, having collected and collated the necessary information.

- 11) To make serious decisions based on information shared at these meetings and be able to justify them.
- 12) To attend Section 47 meetings where social care is involved without parental consent and can result in the removal of children from the family home. These can be called with less than 30 minutes notice.
- 13) To monitor Operation Encompass messages and record and make actions as necessary to comply with the requirement to support young people who have witnessed domestic violence etc the night before.
- 14) To maintain close communication with local schools to ascertain and inform regarding sibling links.
- 15) To undertake continuous professional development.
- 16) Promoting and safeguarding the welfare of children and young people in accordance with the Federations Safeguarding and Child Protection policy.

Supervision and Management of People

- 1) No direct line management, but the requirement to work a part of the inclusion team.

Knowledge and Skills

- 1) The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management and child protection issues

Creativity and Innovation

- 1) Creativity and innovation are an essential feature of the post. The post holder may be required to design materials and training sessions. The Post holder will develop solutions for individual pupil issues and will support the development of Federation policy and strategy.

Contacts and Relationships

- 1) The content and outcomes of the role are neither straightforward nor well established.
- 2) The post will involve a variety of contacts: internally with in the school and with outside organisations.
- 3) Attend and contribute to staff meetings and inset days are required and identify areas of personal practice and experience to develop.

Decisions

- 1) Work is carried out within clearly defined rules and procedures involving decision chosen from a range of established alternatives, or in discussion with members of the inclusion team.
- 2) Decisions will have a material effect on the Federations internal operation and on individual children.
- 3) Support the aims, values, mission and ethos of the Federation and participate in a team approach to all aspects of Federation life.
- 4) Take responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/Federation and keep confidences appropriately.

Resources

- 1) The post has limited responsibility for physical or financial resources.

Work Environment

- 1) Work is subject to deadlines and changing demands.
- 2) Work requires normal physical effort in a heated, lit and ventilated environment.

Other Duties

- 1) The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties.
- 2) The postholder must ensure that trust policies and procedures are implemented and followed.

Prepared by: Julie Atkinson
Date: November 2024

PERSON SPECIFICATION

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous experience of working with children • Previous experience of working within a safeguarding environment • Previous experience of working with external agencies to support vulnerable children • Knowledge of legislation and regulations applicable to the support and care of students. 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade of C or above in English and Mathematics, or equivalent qualifications or relevant experience • Professional relevant NVQ qualification or equivalent 	Application form Certificates Interview
Aptitudes and Abilities	<ul style="list-style-type: none"> • Good interpersonal skills • Ability to work under own initiative • Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements. 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures Knowledge of Child Safeguarding procedures • Willingness to attend courses as required to enhance the knowledge, understanding and skills 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated • Team player 	Application form Interview References

	<ul style="list-style-type: none"> • Flexible, adaptable approach to achieving job requirements • Patient • Committed 	
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process