

JOB DESCRIPTION

Section: Safeguarding	Reports to: Safeguarding, Welfare and Attendance Manager
Job Title: Safeguarding Welfare & Attendance Support	Grade/Salary Range: Bucks Pay 4 £26,477 - £28,645 (pro rata for 35 hours approx. £21,240 - £22,980)
Working Pattern: 35- 42.5 hours per week	Weeks per annum: 39

PURPOSE OF JOB

The post holder will play an active role in maintaining links with students, families and external professionals ensuring all students at Chiltern Way Academy, Prestwood Campus are referred to all appropriate services within Buckinghamshire and other Local Authorities. They will play an active role in providing therapeutic and safeguarding interventions and making sure these are communicated to all professionals working within school. The post holder will work collaboratively and professionally with the Prestwood Campus Safeguarding, Welfare and Attendance Manager (SWAM) and be an effective member of the safeguarding team.

MAIN DUTIES AND RESPONSIBILITIES -

- Will be a Deputy Safeguarding Lead within Chiltern Way Academy and as such part of the safeguarding team.
- Will undertake training in line with statutory requirements as a designated person in education.
- Will respond to safeguarding and child protection, welfare and attendance concerns as they arise and are reported, and will do so in a timely manner.
- Will prioritise matters of safeguarding, child protection and wellbeing of our students at all times.
- Will complete daily attendance procedures for the Prestwood Campus.
- Will work to support Emotional Based School Avoidant students and their families
- Will signpost and refer students/families to statutory agencies as appropriate and in line Local Authority threshold documents.
- Will work to engage families and carers of our students to improve outcomes for students including but not limited to: meeting with families; one to one work with pupils and conducting home visits where appropriate.
- Will work as part of a multi-agency team around the child and contribute to child protection and child in need reports; meetings, assessments and reports as required.
- Will consult with the rest of the safeguarding team within CWA to achieve best outcomes and best practice for pupils.
- Will contribute to Family Information Sessions, Celebration Days and other SWAM Team tasks within the academy.

- Will deliver pastoral and safeguarding interventions to students one to one or in groups eg. Protective Behaviours.
- Will be competent in their use of safeguarding reporting and recording systems.
- Will be able to write clear and accurate reports for meetings and conferences.
- Will conduct oneself in a professional manner at all times adhering to rules of confidentiality.
- Will work with sensitivity, compassion and transparency keeping the best interests at the centre of the work at all times.
- Will work with the Campus SWAM to improve attendance
- Will take on other duties in school as requested by Senior Leadership Team

MAIN DUTIES AND RESPONSIBILITIES - OTHER

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information.
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- All staff have a responsibility to promote the safeguarding of children and young people.
- Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the staff team.
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process.
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....