

JOB DESCRIPTION

Section: Pastoral Safeguarding Welfare & Attendance Swam Team	Reports to: Campus SWAM
Job Title: Safeguarding Lead	Grade/Salary Range: Bucks Pay Range 4 (£26,477 - £28,645)
Working Pattern: 42.5 hours per week	Working 39 weeks per annum

PURPOSE OF JOB

- Designated Safeguarding Lead for a group of students at a Campus within Chiltern Way Academy to ensure safeguarding matters are dealt with efficiently.
- Be dedicated to improving the outcomes of our more vulnerable and disaffected students.
- Understand the relationship between school attendance and safeguarding and work to reduce absence.
- To offer evidence-based interventions to students and, where appropriate, their families on an Assess, Plan, Do, Review basis.
- To facilitate effective partnership between parents and school. To work in partnership with colleagues and others to contribute to the reduction of disaffection, anti-social behaviour and youth crime.
- To work effectively with outside agencies on all safeguarding matters.

MAIN DUTIES AND RESPONSIBILITIES

- Designated Safeguarding Lead.
- Ensure all statutory processes are followed at CWA, including relevant posters.
- To deal appropriately with child protection issues.
- Advocate for safeguarding in the school, ensuring it is a high priority for all.
- Facilitating or delivering training at the Campus where required.
- Offer appropriate targeted support to families and young people which enables them to engage fully in education provision and to contribute to multi agency working groups that work to reduce youth involvement in anti-social behaviour and crime as both victims and perpetrators.
- Be aware of and adhere to all child protection procedures ensuring the safety of young people remains paramount.
- Ensure case conferences and liaison with professionals from other agencies takes place where appropriate.
- To support students' mental health, as appropriate.

- To keep meticulous, accurate records which are up to date.
- To work with other Members of the SWAM Team to ensure attendance is good and that students' welfare is a priority.
- Interview pupils, parents and others on site, at their home or any other venue
- Conduct welfare visits.
- To deliver evidence-based interventions.
- To respond to requests for data from Academy SWAM, Campus SWAM & Head of Campus and assist in the interpretation of such data and information.
- To present data in an accessible way for a variety of stakeholders.
- To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information.
- To work with other members of the SWAM Team to ensure communication with parents/guardians of absent students and to send out the appropriate correspondence to parents/guardians after three days of non-attendance from pupils.
- To contribute to Academy and Campus events such as Family Information Days, Celebration days and weeks e.g. Mental Health Week.
- To undertake training as required.

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.
- To complete any reasonable requests by the Academy SWAM, Campus SWAM or Head of Campus.
- To create a framework where the needs of staff, from a supervision perspective, can be met.

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.

Digital Sign Job Holder:

Date: