**Job Description**

Post: Safeguarding Officer and Children’s Mental Health and Well-Being Mentor

Grade: I

Scale Points: NJC Pay scale points 22-24

Responsible to: Senior Leadership Team

Hours: 22.5

To provide comprehensive and strategic coverage of daily operations under the direction of the Inclusion Lead this would involve managing a case load of children to have oversight of safeguarding and well-being of the children and give expert mentoring support through appropriate strategies. As a Designated Deputy Safeguarding Lead, you will play a lead role in the running of systems that provide care and support for pupils. The aim of this role is to support children’s well-being by breaking down barriers to learning by liaising closely with all school staff, parents and carers as well as partner agencies.

**SUPPORTING CHILDREN**

* Work with external agencies (eg; Early Help, Social Care, Inclusion) in the best interests of the children;
* To develop build good relationships with all those involved in children’s education and well-being;
* Work with the school counsellor, educational psychologist and other agencies to ensure children’s needs are met;
* Develop positive relationships with all pupils and provide support in overcoming barriers to learning;
* To use own skills and knowledge to work directly with children to ensure their needs are well met.

**SAFEGUARDING**

* Act as Deputy Designated Safeguarding Lead working in partnership with the safeguarding team to ensure that all children are protected, and that policies and procedures are rigorously followed;
* Offer advice, support and guidance to colleagues to ensure children are safeguarded effectively;
* Attend child protection meetings and other meetings related to the well-being of children;
* Write reports and liaise with other agencies to ensure children are safeguarded;
* Demonstrate the effectiveness of safeguarding through annual reviews and act upon recommendations;
* Liaise with the senior leaders with particular reference to vulnerable students;
* Lead referrals to outside agencies relating to safeguarding;
* Work with external agencies to remove barriers for vulnerable, SEND, targeted pupils;
* Liaise with parents as required;
* Develop and maintain positive relationships, providing professional challenge when required, to ensure that pupils are fully supported and able to achieve;
* Feedback to the senior leadership team on a regular basis;
* Keep a high profile around the school during the start, end of the day and lunchtimes.

**OTHER PROFESSIONAL REQUIREMENTS**

* Lead safeguarding and attendance meetings and other meetings relevant to the school;
* Participate in Team meetings and other meetings relevant to the school;
* Participate in annual reviews of performance providing clear evidence of impact and case studies;
* Participate in training as appropriate;
* Ensure all appropriate information and communications are disseminated to appropriate staff;
* Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Maintaining Professional Competencies**

* Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them;
* Ensure high level of professional competences by attending regular training and self-study;
* Main the dignity and respect of children, families and colleague through professional behaviour and appropriate levels of confidentiality.

Undertake other reasonable duties, with competence and experience, as requested, in accordance with the changing needs of the school.

Operate within agreed legal, ethical and professional boundaries when working with children and those working with them.

Ensure high level of professional competences by attending appropriate training.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Occasionally the post holder may be required to work some hours after school or during school holiday periods to attend meetings in order to engage with external agency meetings as required.

**Person Specification**

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|  | Essential | Desirable |
| Application | * Well written and structured application that clearly demonstrates suitability for the post (A) |  |
| Qualification | * GCSE (or equivalent) in English and Maths at grade 4/C or above (A) * Significant qualifications of working in a related area of work (A,I,R) |  |
| Experience | * Significant experience of working in a related environment (A, R) * Experience of working to deadlines to complete tasks (A, I, R) * Experience of organising and maintaining own workload (A, I, R) | * Experience of working with services to support children (A,I,R) * Positive Behaviour Management trained (A) * Has an appropriate professional qualification in a related field of work (A,I) |
| Sills and Knowledge | * An understanding of legislation to safeguarding and attendance (A,I,R) * An ability to keep to date with best practice regarding safeguarding and meeting the needs of vulnerable pupils (A,I,R) * Ability to welcome, engage with and positively support all stakeholders (A,I,R) * Ability to work professionally with adults at all levels including being confident to offer professional challenge (A,I,R) * Ability to form effective relationships with pupils to support learning and behaviour (A,I,R) * Ability to work as an effective team member, supporting colleagues and contributing to the safeguard and welfare team (A,I,R) * Ability to assimilate, analyse and action information from a variety of sources (A,I,R) * Excellent oral and written communication skills, including the preparation and sharing of a range of reports (A,I,R) | * Proven track record of innovation and ability to apply to improving outcomes for children (A,I,R) * Experience of using databases (SIMS, Scholarpack, CPOMS) (A,I) |

This post is subject to safer recruitment measures, including an Enhanced Disclosure and Barring Service

A – Application Form I – Interview Process R - References