

## STOWUPLAND HIGH SCHOOL

### JOB DESCRIPTION

**POST: SAFEGUARDING AND WELFARE OFFICER**

**JOB FAMILY: PASTORAL SERVICES AND SUPPORT**

**GRADE: Grade 5, Scale Points 26-30, 37 hours per week, 39 weeks per annum**

**LINE MANAGER: DEPUTY HEADTEACHER**

#### JOB PURPOSE:

- To support the ethos and culture of the school as defined by the Principal
- To work under the direction/instruction of the Deputy Headteacher to support students' welfare and reduce their barriers to learning to allow them to make academic and personal progress at this school.
- To liaise with teachers, other support staff, parents/carers and relevant agencies
- To provide advice to students on a range of welfare issues and to assess the level of risk, making referrals to external agencies for students needing to access other services.
- Join the Safeguarding team as one of the Deputy DSLs.

#### MAIN DUTIES AND RESPONSIBILITIES:

- Provide advice and guidance on support available to students, and where necessary help students and their families to contact other agencies
- Help families access support for school meals, transport or clothing where applicable
- Undertake weekly reviews of students at risk, making referral as directed by DSL, to external agencies
- Act as Alternate Designated Safeguarding Lead in the absence of the DSL
- Liaise with MASH, Police and Social Care Services in relation to making a referral or providing support to students who have a referral
- Deal with Students in emotional distress, as immediate referrals
- Analyse data relevant to the role and use this analysis to complete reports for the Trust, the school and other key stakeholders.
- Advocate on behalf of students either with other agencies or with tutors, this may include sitting in on disciplinary procedures
- Attend pastoral meetings/briefings as required and weekly safeguarding briefings, deputising for the Deputy Headteacher when needed
- Work closely with the Attendance Officer for resolving attendance problems
- Meet parents and students at school or home to support with school access and engagement
- Co-ordinate and lead on home visits for vulnerable students
- Write case notes and letters to parents
- Undertake any other duties commensurate with the post as required by the line manager
- Act as the primary coordinator for CPOMS referrals, triaging concerns recorded.

### **WORKING WITH STUDENTS:**

- To liaise closely with the pastoral team on social, emotional and behavioural problems that give cause for serious concern
- To support the supervision of students who are in distress and reintegrate them to their learning
- To be aware of and comply with all Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- To provide support and intervention both internally and from outside agencies to specific students under the direction of the Principal and/or Deputy Headteacher.
- To keep up to date and organised records
- To attend appropriate school events to represent the welfare support offered to students whilst at school and to highlight services available to families.
- To undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Principal.

### **GENERAL:**

- Ensure all duties and responsibilities are undertaken in line with the school's and safety policy.
- Contribute to the safety of children and young people and protect them from harm. Form positive professional relationships and work in partnership with colleagues throughout the school and Trust
- Willingly engage with training as required, take responsibility for your own career choices and actively seek CPD opportunities
- Attend meetings and carry out duties as required
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate
- Treat all aspects of the role with the strictest confidentiality
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, referring all concerns to the Designated Safeguarding Lead.

This job description sets out the major duties associated with this post. It is assumed that other duties of a similar level/nature undertaken within the team are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy; in this event appropriate training will be provided.

Other tasks or projects that may from time to time be notified by Senior Leadership commensurate with the level and grade of this post.



**PERSON SPECIFICATION - Safeguarding and Welfare Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in a related subject for example – behavioural studies, counselling, mental health</li> </ul>	<ul style="list-style-type: none"> <li>• Suffolk County Trainer in Safeguarding, County Lines and PREVENT</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent people skills</li> <li>• Experience of working with young people in emotional crisis</li> <li>• Ability to write concise accurate records</li> <li>• Knowledge of data protection.</li> <li>• Excellent de-escalation skills</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Safeguarding Children and Vulnerable Adults</li> <li>• Experience of assessing risk and managing mechanisms to monitor risk</li> <li>• Sound Knowledge of at least one of the following: - Welfare Rights - Emotional support for young people</li> <li>• Experience of working with various referral agencies and local councils</li> <li>• Experience of working in a Welfare Office in an educational environment</li> <li>• Experience of using a variety of computer software applications</li> </ul>	



<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>● An organised, methodical and flexible approach to work</li> <li>● The ability to relate to a wide range of people and to work as a member of a team</li> <li>● The ability to work without supervision and to use one's own initiative</li> <li>● An interest in working with young people and a desire to help and support them to thrive</li> <li>● Excellent listening skills</li> <li>● An ability to work under pressure.</li> <li>● Occasional evening working will be required to assist at open events or attend student welfare meetings</li> </ul>	
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>● Willingness to attend, undertake any training or development as, or when appropriate.</li> </ul>	

***Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

All staff employed at Stowupland are expected to support the culture and ethos of the school as directed by the Principal.

All staff, including the Safeguarding and Welfare Officer, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.