Copleston High School

Achieving success together

JOB DESCRIPTION

POST: **Alternate Safeguarding Lead ASL**

SALARY: **Grade 4 (below the bar)**

LINE MANAGER: **Designated Safeguarding Lead**

HOURS: **37 hours per week, 41 weeks per year**

JOB PURPOSE: **The work with the Designated Safeguarding Lead to support staff to safeguard the school community and promote student welfare and develop effective liaison with external services to provide support, advice and guidance on safeguarding issues. In addition to work as part of the inclusion team to provide intervention ad mentoring support for a key case load of high profile vulnerable students.**

LEVEL DESCRIPTION

This is an exciting opportunity to join a vibrant, experienced and dedicated safeguarding team within a successful large secondary school. The successful candidate will play a vital role in supporting vulnerable students and their families, working collaboratively with colleagues, external agencies, families and charitable organisations to remove barriers and improve life chances. The role offers the opportunity to make a genuine difference to the lives of young people whilst developing expertise in safeguarding, multi-agency working and inclusion.

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations to solve problems.

There may be some need to use analytical, judgemental, creative and developmental skills.

Manager is available for direction and guidance.

Duties and responsibilities

Safeguarding

- Champion safeguarding and student welfare across the school, sharing best practice and ensuring that school policy is enacted in practice.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures the school may put in place to protect them.
- Work in partnership with the DSL and internal and external colleagues to ensure that the school meets statutory and local requirements in relation to safeguarding.
- Ensure the School's Safeguarding & Child Protection policies are known, understood and used appropriately.
- Support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.

- Work as part of a highly collaborative and dedicated safeguarding team that meets daily to discuss emerging concerns, agree actions, share professional rationale and ensure timely support for vulnerable students.
- Build positive, trusting relationships with young people and their families, acting as a key point of contact to support engagement, wellbeing and improved life outcomes.

Supporting policies and practices in School

- Work with the DSL to ensure that support is always available for staff in the school to discuss any safeguarding concerns.
- Maintain accurate, detailed and up to date student Child Protection records and in-house documentation, managing these in accordance with the Data Protection Act.
- Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.
- Provide support to ensure that the Trust's safeguarding policies and procedures are in place.
- Support with training for new members of staff.
- Support the DSL in ensuring parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
- Support the DSL in ensuring that the school website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly.

Managing referrals

- Support the DSL to refer / ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- Support the DSL to Refer / ensure concerns of potential radicalisation are referred to Channel and / or the appropriate body, and support staff through this process as required.
- Support the management of the CPOMS reporting system, producing reports and monitoring to support the DSL.
- Support the DSL to refer cases where a crime may have been committed to the Police as required.

Multi agency working

- Represent the school at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.
- Ensure that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored.
- Co-ordinate the work of colleagues and external agencies, working with the DSL to allocate resource and support so that the team(s) working with vulnerable students provide effective support.
- Make referrals to a range of external services, charities and support organisations to ensure students and families receive appropriate intervention and support.

Preventing radicalization

- Support the DSL to lead the school's efforts to safeguard students from potential radicalisation In accordance with the Prevent Duty and Channel Duty Guidance for England and Wales.
- Support the DSL to advise and support staff, students and parents with matters relating to Prevent, ensuring that staff are appropriately trained and are aware of the referral processes.
- Support the DSL to liaise with the Police and associated Prevent coordinators to ensure students receive annual age-appropriate educational opportunities through workshops, visits/visitors and assemblies.

Inclusion Support

- Hold a case load of high-profile vulnerable students from across the school. Work closely with the Year Groups to remove barriers to learning and attendance.
- Run a range of interventions as part of the inclusion team to remove barriers to learning for targeted individual and groups of students.
- Work with the Year Groups and proactively visit parents of vulnerable students to improve parental engagement and student learning and attendance.
- Work with the Year Groups and regularly meet parents of targeted students in school to discuss student progress.

Other

- To be a port of call for Child Protection issues within the Year Groups.
- Ensure all safeguarding communications, professional discussions, rationales, actions and supporting documentation are recorded promptly and accurately on CPOMS.
- Attend briefings/meetings in accordance with the requirements of the role.
- Undertake other duties and responsibilities as directed by the Designated Safeguarding Lead.
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Safeguarding Assistant and Inclusion Support are up to date.
- Be a professional role model and understand and promote the aims of the school and the values of the Trust.

NB:

This job description outlines the principal duties and responsibilities of the post at the time it was prepared. It is not intended to be an exhaustive list and the post holder may be required to undertake other duties that are commensurate with the grade, responsibility and nature of the role. The duties and responsibilities of the post may be varied by the Trust from time to time to reflect changes in legislation, organisational requirements, operational priorities, technology or professional practice. Appropriate training and support will be provided where necessary.

PERSON SPECIFICATION

Area	Essential	Desirable
Education/Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics. Evidence of continuing professional development relevant to safeguarding, child protection, education, social care, family support or pastoral work. Willingness to undertake Designated Safeguarding Lead (DSL) training and other safeguarding-related training as required.	Level 3 qualification (or equivalent) in Education, Childcare, Youth Work, Social Care, Health & Social Care, Counselling or a related field. Safeguarding, Child Protection, Early Help or Mental Health training. DSL or Deputy DSL training. Relevant professional qualification in family support, youth work, social care, counselling or related discipline. Mental Health First Aid qualification or equivalent. Training in trauma-informed practice, restorative approaches or adverse childhood experiences (ACEs).
Knowledge/Experience	Experience of working directly with children, young people and/or vulnerable families within education, social care, health, youth work or a related safeguarding environment. Experience of identifying, responding to and recording safeguarding concerns in line with statutory safeguarding procedures. Experience of working effectively with external agencies and professionals to secure positive outcomes for children and families. Experience of making referrals to external support services and contributing to safeguarding plans and interventions.	Experience of attending and contributing to Child Protection Conferences, Child in Need Meetings, Early Help Meetings or Team Around the Family meetings. Experience of using CPOMS or a similar safeguarding case management system. Experience within a secondary school setting. Relevant safeguarding, child protection, welfare or family support training.

	Good understanding of safeguarding and child protection legislation, statutory guidance and best practice relating to children and young people. Experience of maintaining accurate, confidential and detailed case records.	
Skills/Abilities	Ability to build positive, professional and trusting relationships with students, families and external agencies. Ability to communicate effectively, both verbally and in writing, with a wide range of audiences. Ability to manage sensitive, complex and confidential information with discretion and professionalism. Ability to remain calm, resilient and solution-focused when dealing with challenging or emotionally demanding situations. Ability to prioritise workload, meet deadlines and manage competing demands effectively. Ability to work independently, exercising sound professional judgement whilst also contributing positively as part of a team. Strong organisational and record-keeping skills with attention to detail. Commitment to maintaining professional boundaries and safeguarding standards at all times.	Ability to deliver safeguarding awareness, pastoral support or training sessions to students, staff or parents. Experience of analysing safeguarding, attendance or welfare information to identify trends and support early intervention. Ability to challenge appropriately and professionally to ensure the best outcomes for students. Experience of providing advice and guidance to staff on safeguarding and welfare matters.

Values/Behaviours	Demonstrates an unwavering commitment to safeguarding and promoting the welfare of children and young people. Places students at the centre of decision-making and advocates for their needs. Builds positive working relationships and collaborates effectively with colleagues, families and partner agencies. Demonstrates integrity, accountability and professionalism in all aspects of their work. Committed to equality, inclusion and improving outcomes for vulnerable students. Embodies the Trust's vision that children are at the heart of everything we do.	