**FIR VALE SCHOOL**

**Job Description**

**Grade 7 (SCP27 – SCP31) - £35,745 - £39,186 FTE**

**Job Title: Safeguarding Manager (Deputy DSL)**

**Reporting to: Senior Leader: Safeguarding & Pastoral Support**

**Role Purpose:**

The post holder will report directly to the Designated Safeguarding Lead (DSL) and Headteacher

To work effectively with students, teachers, parents and relevant external agencies to ensure that safeguarding is thorough, robust and effective and to provide high quality pastoral care in accordance with the principles expressed in Keeping Children Safe In Education The key function of the post is to ensure that students are safe, happy and supported.

To manage, co-ordinate, and provide a complementary service to teaching and pastoral staff in Fir Vale School to enhance the safeguarding of individuals and groups of students. To support identified young people with specific safeguarding / Child Protection needs through liaising with their families to complete Early Help referrals and obtain appropriate multi-agency support.

**Key Responsibilities:**

* To act as a Designated Person for safeguarding, working within the safeguarding team and deputising for the DSL on an ‘as required’ basis
* Liaise with teachers, subject leaders and other staff regarding student needs
* Respond to individual student welfare and behavioural issues
* To monitor and evaluate student attendance, punctuality and behaviours in order to ensure their well-being, intervening or liaising with appropriate staff or agencies where required
* To maintain student records/database, in particular the CPOMS system
* To set up meetings for students causing concern to discuss actions / liaise with parents where cause for concern exists
* To identify and act on disclosures as appropriate
* To attend parental and agency led meetings as required, both in the academy and in external settings such as social care premises or partner Primary settings
* To attend all internal meetings, as required such as Inclusion meetings
* To support students in developing coping strategies or personal management skills
* Develop provisions within the academy for students with specific needs or vulnerabilities, including (but not restricted to) sexual health matters, domestic abuse, LGBTQ+, gang related issues, mental health and well-being, substance or alcohol abuse, homelessness, CSE and honour based violence.
* Manage the provision of identified external support for individuals and groups of students, particularly in terms of high tariff issues such as CSE, gang culture, community exploitation, anti-social or criminal behaviours, substance abuse, young carers, forced marriage or honour based violence, domestic abuse etc.
* Maintain regular contact with parents of students in need, where appropriate
* Work closely with appropriate external agencies to develop and co-ordinate external support for students in a meaningful and integrated way; holding these to account or escalating issues arising when required in order that our students receive timely, robust and effective support at all times.
* Develop a 1:1 mentoring relationship with children needing particular support
* Play a role in the transition of vulnerable Y11 students into post-16 study
* Work with the Safeguarding Team to effectively provide support for identified vulnerable students, completing Early Help referrals with their families in order to engage appropriate multi-agency support and intervention for them / liaising with partner primary schools who are leading on this process.
* To write and submit high quality reports for all professional conferences and meetings
* Work within the aims and policies of Fir Vale School and undertake other duties as may occasionally be required.

The post holder must have the ability

* To work as part of a team
* To work to very tight deadlines
* To be flexible and accept multitasking
* To speak with members of the teaching profession on educational matters
* To liaise with external agencies and to hold them accountable for their actions relating to the safeguarding and welfare of our students
* To organise data for others to use
* To be able to prioritise tasks

**General**

* To develop excellent working relationships with colleagues internally, centrally and externally
* To be an effective and flexible member of the Academy team
* To uphold the Academy policies and procedures at all times
* To ensure any documentation produced is to a high standard and is in line with the in-house style
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the Academy and beyond
* To represent the Academy at events as appropriate
* To support and promote the Academy ethos
* To undertake supervision duties in line with the Academy duty rota
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post

This post may involve evening work on occasion and the post holder will need to demonstrate a degree of flexibility and willingness to work unsocial hours if a child’s needs require it.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**FIR VALE SCHOOL ACADEMY TRUST**

# Person Specification

**Safeguarding Manager**

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| **Factors** | **Essential** | **Desirable** | **How Identified** |
| Qualifications | Academic or Vocational qualifications at Level 3, ideally in a field relevant to the role | Level 2 or 3 Safeguarding Qualification (dependent upon previous experience the school can provide education based appropriate training if necessary) | Application form, certificates and selection process |
| **Knowledge and Skills** | Detailed knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies |  | Application form  Interview |
| **Experience** | Experience of safeguarding systems in a school or other relevant organisation, including:  Building relationships with children and their parents, particularly the most vulnerable Working and communicating effectively with relevant agencies  Implementing and encouraging good safeguarding practice throughout a team of people  Demonstrable evidence of developing and implementing strategies to help children and their families | Experience of handling large amounts of sensitive data and upholding the principles of confidentiality | Application form  Interview |
| **Skills, abilities & Professional Attributes** | Ability to work with a range of people with the aim of ensuring the safety and welfare of children  Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns  Ability to manage own time effectively  Ability to work under pressure and prioritise effectively  Ability to adhere to policy & procedures  Ability to operate as part of a team | Awareness of national and local agencies that provide support for children and their families  Good IT skills including previous use of CPOMS and Sims | Application  Interview |