 

JOB DESCRIPTION

Job Title: Safeguarding Lead

Grade: SO2, PT32 – PT34

Hours: 37 hours per week,

 Term time only (39 weeks)

Job Location: Hope Wood Academy

Responsible to: Head Teacher

Purpose of Job

* To lead the safeguarding team within the academy, working closely with Deputy (Head Pastoral) who has strategic oversight of Safeguarding.
* Be part of the team leading multi-disciplinary meetings
* Play an active role in the Academy’s SEN team
* Provide training and support to colleagues to ensure they are aware of their statutory responsibilities and take a proactive approach in relation to Safeguarding
* Adopt the role of Designated Safeguarding Lead (DSL) across the academy and lead a team of other DSL’s providing support to them
* To provide proactive support to students and their families within the academy, signposting and providing practical support where required
* Ensure that safeguarding policies, procedures and practice across the academy meet statutory requirements and is of a high standard and impacts positively on student experiences of the Academy.

# Principal Responsibilities

* Provide proactive safeguarding and pastoral support for students and staff as outlined below, under the direction of the Head Teacher

# Main Duties

1. Manage the Academy safeguarding caseload, appropriately allocating in accordance to needs
2. Lead and manage processes and procedures for Multi-disciplinary meetings in order to gain positive outcomes for families
3. Chair/Input to the above meetings, ensuring that all attendees have the opportunity to express their views in a fair and consistent way
4. Prepare a written record of the meetings, ensuring that all views and decisions are recorded accurately
5. Work with students and their families to prepare for the meetings, ensuring that the views of the young people are taken into account at all times
6. Ensure that a range of communication methods are available to students to be able to express their views
7. Work with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings
8. Adopt the role of Designated Safeguarding Lead across the academy, leading on both Child and Adult referrals
9. Contribute to the Trust DSL working group, reviewing policies and procedures, sharing best practice.
10. To utilise the framework for Ethical Leadership in Education in all decision making, communication and working practice.
11. Undertake relevant training in relation to DSL post and keep up to date with changes in legislation
12. Work with the Ascent Trust Safeguarding Lead, to ensure all policies, procedures and practice within the academy adhere to legal requirements

1. Work flexibly to be able to support students and their families during extended hours provision eg, after school hours and during school holiday periods
2. Undertake any other duties as directed by the Head Teacher or senior staff, commensurate with the role and level of the post

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust policies.

The post holder must comply with the Trust’s Health and Safety rules and regulations and with Health and Safety legislation.

Author: Adele Pearson

Date: Sept 2020