

KEPIER



JOB DESCRIPTION

Name:

Job Title: Safeguarding Support

Salary Scale: NJC

Point Range: 7-11 £24,294 - £25,979 FTE, Actual £20,622 - £22,053

Permanent Contract

Starting on: To be confirmed

Contractual hours: 37 hours per week

Weeks per year: 38 weeks TT + 5 days

Hours to be worked: Monday to Thursday: 7.30am – 3.30pm
Friday: 7.30am –3.00pm

Lunch break: 30 minutes

Purpose of Job:

Principal Duties:

- Undertake safeguarding training a minimum of every two years.
- To manage and action the transfer of safeguarding files between providers at relevant times, within statutory timeframes.
- Facilitate and record the process of staff accessing safeguarding training, CPOMS and relevant up to date documentation. Ensure that an up to date record of training and induction is kept.
- Manage a system of record keeping for 'active' cases on CPOMS.
- Communicate with external agencies and prepare documentation for transfer between agencies.
- Communicate with parents and organise meetings where appropriate.
- Maintain school counsellor lists and management of the referral system.
- Monitor CPOMS and raise alerts appropriately.

General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To participate in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
4. To be an effective role model for the standards of behaviour expected of learners.
5. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

1. To have high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. To reflect upon and seek to improve personal practice.
6. To work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
7. To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
8. To build and maintain successful relationships with learners, parents/carers and staff.

Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

Responsible to: Assistant Headteacher

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to

follow SSCP (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....

Signed (Headteacher)..... **Date**.....