



SHIRELAND
COLLEGIATE ACADEMY

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Waterloo Road, Smethwick, West Midlands, B66 4ND
Tel. 0121 558 8086
Fax. 0121 565 5558

Safeguarding Officer

Salary: Scale S01 £24,841 - £26,484

Hours: 37 Hours Per Week (30 hours per week will be considered) – Term Time +3 weeks

We are seeking well-qualified and experienced Safeguarding Officer to provide capacity to support the development of our Safeguarding Service to schools.

Applicants have Module One Safeguarding Training or equivalent, be ECAF trained, Lead Professional and Outcomes Star Trained.

You should have a minimum of two years experience of working in safeguarding and child protection procedures. Have worked for a minimum of 2 years with young people, have experience of record keeping and managing a case load of work and have worked on cases managed at both Early Help level and Child Protection level.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

An application form and job description are available from our website www.collegiateacademy.org.uk or from the HR Director melanie.adams@collegiateacademy.org.uk

Closing date: 8.00am Monday 19 November 2018

The Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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JOB DESCRIPTION

POST: Safeguarding Officer

GRADE: S01

REPORTS TO: Director of Safeguarding

Post Summary

- To support child protection systems, arrangements in place to enable the Academy to undertake their statutory responsibilities for safeguarding and promoting the welfare of children.
- To provide safeguarding advice and guidance to Academy and client school staff to promote the welfare of students.
- To monitor, evaluate and support with reporting on the effectiveness of safeguarding arrangements.

Duties and responsibilities:-

- To work with outside agencies to support and develop safeguarding practice within the Academy.
- To represent the Academy in the community when developing good practice around the safeguarding agenda.
- To support the liaison with feeder primary schools re safeguarding issues for new students attending the Academy.
- Ensure that referrals to MASH and EHA are appropriately made and outcomes recorded.
- Record and monitor the number of safeguarding referrals made and their outcomes.
- To support both Academy students and their families with presenting safeguarding issues.
- Identify key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.
- To support the Safeguarding Manager in undertaking an annual safeguarding audit to provide an annual report of key findings and issues to the Governing Body.
- Attendance at Safeguarding and Child Protection meetings as required.
- Use and development of ICT to support efficient and effective practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

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Person Specification – Safeguarding Officer

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart business like appearance • Excellent verbal and written communication skills 		Interview
Qualifications	<ul style="list-style-type: none"> • Module One Safeguarding Training or equivalent • GCSE's Including English and Mathematics 		Application Form and Interview
Experience	<ul style="list-style-type: none"> • Experience of safeguarding and child protection procedures. • To have worked for a minimum of 2 years with young people • Experience of record keeping and managing a case load of work • To have worked on cases managed at both Early Help level and Child Protection level • Experience of working with external agencies 	<ul style="list-style-type: none"> • A knowledge base of Sandwell procedures for Safeguarding and Child Protection 	Application Form and Interview
Training	<ul style="list-style-type: none"> • ECAF trained • Lead Professional trained • Module one, two and three trained in Safeguarding and Child Protection • Outcomes Star Trained • First Aid Trained 		Application Form and Interview.

Special Knowledge	<ul style="list-style-type: none"> • Able to demonstrate an understanding of the skills required when working in partnership with other organisations. • Able to demonstrate a commitment to the philosophy of continuous improvement • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Competent in the use of IT packages 	<ul style="list-style-type: none"> • Knowledge and understanding of local issues in relation to safeguarding. 	
Circumstances	<ul style="list-style-type: none"> • Able to attend evening meetings. • Able to travel. • Able to work during some school holiday periods. • Able to attend all Academy open and parents evenings. • Able to attend all Academy special events. 		
Disposition	<ul style="list-style-type: none"> • To be an excellent team player. • Able to support, influence and motivate others. • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Able to remain calm under pressure and manage conflicting demands. • Able to manage and prioritise a diverse and demanding workload. • Excellent organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. 		

Practical and Intellectual Skills	<ul style="list-style-type: none"> • Demonstrate enthusiasm, conviction and clarity when presenting ideas. • Able to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. • ICT literate with a desire and ability to develop new skills. 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. 		