



JOB DESCRIPTION	
Job Title	Safeguarding Assistant
Reporting To	Safeguarding Manager
Line Manager Of	n/a
Pay	Grade 5
Actual Salary 0.92 FTE	£28,540 - £32,579
Working Pattern	Monday to Friday 8.30am – 4.00pm, Term Time Plus 2 Weeks (Working weeks during non-Term Time to be agreed by the Leadership Team (With some Twighlights))

Job Purpose
Under the direction of the Safeguarding Manager, support the delivery of statutory safeguarding duties and carry out multi-agency working across the region. Support students and families in improving school attendance and engagement.

Key Responsibilities	
1	Support the Safeguarding Officer in the management of EHAT's, which could include chairing multi-agency meetings and responsibility for ensuring any resulting actions are carried out.
2	Make referrals into statutory services where appropriate, including Section 17 and Section 47 referrals.
3	Support with the preparation of educational reports and attend core group meetings and child protection conferences.
4	Ensure all families are aware of the Early Help offer and support them to access services as appropriate.
5	Be a Deputy Designated Safeguarding Lead and part of the Safeguarding Team.
6	Risk assess cases, apply thresholds and make decisions about interventions required.
7	Support the Safeguarding Officer to develop care plans for students where needed.
8	Working with external agencies – both statutory and non-statutory to ensure support is accessed by our students and their families.
9	Contribute to the effective running of the Care and Safeguarding Team by producing reports and data and carrying out administrative duties for the team.
10	To liaise with school, home and other agencies to support families in order to ensure the right support is identified and provided at the right time.
11	Support the Designated LAC in ensuring all statutory duties in relation to looked after children are met.



12	Undertake welfare checks and home visits on a range of issues.
13	Provide support, including home visits to families, where poor or non-attendance is a concern.
14	Develop and implement strategies to improve attendance of students in liaison with relevant professionals.
15	Support the Safeguarding Officer to undertake risk assessments for any student who attends on a part time timetable.
16	Support non-attending students return to school via home based coaching, training and support e.g. establishing routines.
17	Be proactive about CPD, ensuring knowledge of legislation and law remains up to date at all times.
18	Undertake any other duties requested within the scope and grade of the role.

Safeguarding Responsibilities	
1. Adhere to School Safeguarding Policy and ensure the safety of students at all times.	
Information Management Responsibilities	
1. Take reasonable care to ensure that personal sensitive data is managed in accordance with the schools policies and procedures.	
Leadership Responsibilities	
1. Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times.	
2. Able to work to the schools code of conduct.	
Professional Standards	
n/a	



PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Level 2 Maths and English or equivalent	x	
Deputy Designated Safeguarding Lead		x
Evidence of CPD relevant to the role	x	
Skills and Knowledge	Essential	Desirable
Excellent standard of written English to produce reports which are read by professionals and may be used in courts	x	
Child centred and solution focussed approach to work	x	
Knowledge and understand of Prevent, and specific safeguarding issues such as CSE, FGM, CCE (child criminal exploitation)	x	
Excellent organisational and planning skills with the ability to be flexible in order to achieve targets	x	
Able to manage conflicting deadlines and still meet the demands of the school	x	
Excellent communication skills and ability to explain complex information to employees and families	x	
Knowledge of local Early Help offer and supporting organisations	x	
Knowledge and understanding of local and national agenda for school attendance	x	
Understanding of barriers to attending school for both students and families	x	
Experience	Essential	Desirable
Safeguarding experience with children and young people	x	
Experience chairing EHAT meetings with other professionals		x
Experience of assessing thresholds and making referrals to statutory services		x
Experience working with teaching professionals to provide family support		x
Values	Essential	Desirable
Able to demonstrate a "can do" attitude	x	
Be enthusiastic, innovative and forward thinking	x	
Discreet and professional and able to maintain confidential information	x	
Empathetic and able to support	x	
High levels of emotional resilience due to the demands of the role	x	
Other	Essential	Desirable
Term time working plus 2 weeks in school holidays to be determined by the school	x	
Some flexibility on working hours (e.g. in case of needing to make an early or late visit to a family).	x	



Commitment to continuing training / development of knowledge and skills.	x	
Enhanced DBS and Children's Barred List Check.	x	
Be a driver with own transport for use for work purposes e.g. home visits and own Business Insurance	x	

Original copies of certificates will be required prior to appointment.

Headteacher Name	Headteacher Signature
Ania Hildrey	<i>Ania Hildrey</i>
Employee Name	Employee Signature