

21 Appendix J

Hull Collaborative Academy Trust

Job Description Template

Post title	Safeguarding assistant
Reports to	Deputy Headteacher (Safeguarding Lead)
Grade	5
Location of post	HCAT Withernsea Primary

Main Purpose of the Post

To assist the Safeguarding Lead in all matters pertaining to Safeguarding and Child Protection

Main Duties and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To support the Safeguarding Lead within the school in all matters pertaining to Safeguarding and child protection
3. To work as part of the school's safeguarding team, working with the Trust's Safeguarding Lead to ensure that common approaches in identifying and meeting the needs of vulnerable children and families are in place in the school
4. To work in collaboration with statutory, voluntary and private/independent sector partners to ensure a consistent approach to ensure that children are safeguarded and reach their full potential
5. Support the Safeguarding lead in developing strategies to meet the needs of vulnerable children and families in relation to safeguarding concerns, and help facilitate liaisons with outside agencies including the Early Help Team and the East Riding E Hash in respect of children for whom there are safeguarding concerns.
6. Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at HCAT Withernsea Primary, including the maintaining of confidential safeguarding files for individual children, adhering to best practice guides
7. Assists the Safeguarding Lead in developing pathways between school, children's centres, Early Help Teams and other services so that the needs of vulnerable children and families are appropriately prioritised and assessed.
8. Assist the Safeguarding Lead in ensuring that Pupil Premium is being utilised effectively to support good outcomes for Looked after children in line with government legislation. Including assessing and identifying those most at need; assisting with developing strategies and evaluating outcomes.

9. Assist with the implementation of SEN EHCPs and consulting parents, staff and children in implementing the plans
10. When required, represent the school at inter-agency core group meetings and Team Around Family (TAF) meetings.
11. To work directly with children in need/looked after children and their families to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
12. To provide or organise within class support for targeted children, on a short-term basis, or in particular lessons where there are particular barriers to learning for those children
13. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
14. Explain safeguarding issues to parents ensuring they understand the implications with this.
15. Support children and their families by offering individual strategies to address any issues.
16. Arrange meetings with parents and decide on appropriate support for the pupil and/or family.
17. Keep abreast of developments in the field of child protection by liaising with the LADO (Local Authority, Designated Officer), attending relevant training with HSCB or events and reading relevant bulletins and publications.
18. To contribute to the overall ethos of the school and Trust

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Responsibility

1. Responsibility for Staff: None
2. Responsibility for Customers/Clients: This role will impact on all pupils and the postholder is responsible for ensuring their safeguarding
3. Responsibility for Budgets: none
4. Responsibility for Physical Resources:

Contacts and Reason for the Contact:

1. Within Service Area/Section:

Works closely with. The Safeguarding Lead, the Deputy Headteacher and the SLT

Reports to the Deputy Headteacher to provide and receive information and to receive direction.

2. With Any Other HCAT areas

Liaises with other schools within the trust for the sharing of information, seeking of advice and support and to explore opportunities for maximising resources and improving services

3. With External Bodies to the Council

Liaison with outside agencies e.g. LADO, EHASH, Early Help Team

Risks to health

Physical Demands - not applicable

Working Conditions – Low risk. The post-holder is required to occasionally deal with stakeholders who may be upset

Emotional Demands – Moderate emotional demands like occasional support for vulnerable students at risk; regular support for students with additional needs when they may put emotional demands on the post holder.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	NVQ L3 or equivalent in relevant subject GCSE or equivalent in maths and English School Child Protection Co-ordinators Training Recent and relevant training related to safeguarding and child protection level 2 (including E Safety) Commitment to own continued professional development	AF, I AF, I AF, I	Recent and relevant training related to supporting vulnerable children and families Restorative Practice	
EXPERIENCE	Experience of safeguarding procedures Previous experience of managing pupil behaviour in a workplace setting Previous experience of supporting pupils' learning in a school setting	AF, I, R	Experience of working with other professional multi agencies i.e. police, LA Safeguarding Team etc to provide co-ordinated support	
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	AF, I, R	An understanding of legislation relating to child protection An understanding of the principles and practices of inter-agency and partnership working	

			Full working knowledge of relevant codes of practice and school policies	
SKILLS	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Ability to work with minimum supervision</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>	<p>Ability to work well under pressure, prioritise workload and deal with difficult and challenging situations.</p> <p>Excellent written and communication skills</p>	
PERSONAL QUALITIES	<p>Well-developed ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>Ability to communicate effectively with children and a wide range of professionals</p>	<p>AF, I, R</p> <p>AF, I, R</p>		
OTHER REQUIREMENTS				

*Key: AF=application form; I=interview; T=test; P=presentation; R=references