

**Position: - Safeguarding Support Assistant**

<b>Job Title:</b>	Safeguarding Support Assistant
<b>Hours:</b>	Full/Part Time
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £28,230.00 depending on experience and qualifications.
<b>Responsible to:</b>	Headteacher/Senior Leadership Team/Head of Safeguarding

**Job Description:**

We are looking to employ a Safeguarding Support Assistant who will be working as an intricate part of the team; If successful, you will be providing general administrative and operational support to the safeguarding team. Therefore, excellent IT, communication and organisational skills are essential. You will be expected to manage a complex workload with minimal supervision.

**General Main Duties and Responsibilities:**

**Key Accountabilities:**

- To work as Assistant Safeguarding Lead, carrying out operational safeguarding responsibilities under the direction and guidance of the Designated Safeguarding Lead.
- To act as Designated Safeguarding Lead designate if the Designated Safeguarding Lead is off site.
- Ensure the school is carrying out its statutory responsibility (Education Act 2002) and Keeping Children Safe in Education (2020) for safeguarding and promotion the wellbeing of students.
- Ensure the school/academy's Child Protection; Adult Protection & Safeguarding Policy is adhered to across the school/academy.
- Adhere to the school/academy's safeguarding procedures and policies and actively promote the school's safeguarding systems among staff.
- Work with the Designated Safeguarding Lead to address the universal, targeted and specialist training needs of the staff to ensure that mandatory and responsive safeguarding training needs are addressed.
- Ensure that safeguarding training for members of the team is up to date.
- Attend Child Protection, CIN and other safeguarding conferences as required as well as coordinate multi-agency meetings, acting as lead professional within a collaborative working model with external partners.
- Share and contribute professional views and guidance around pupils' and students' emotional wellbeing.
- Liaise with outside agencies such as CAMHS, MASH (CSPA) depending on meeting outcomes.
- Attend external meetings where required.
- Enhance pupils' and students' ability to assess and manage risk appropriately in order to keep themselves safe.
- Engage parents and carers, maintaining good communication and identifying vulnerable parents to offer support.
- Monitor pupil attendance of pupils and students and address persistent absence with families and external services.
- Visit families at home (in accordance with safe working practices and policies) if relevant to the safeguarding and welfare of pupils and students.
- Enable the education, welfare and safeguarding of designated classes, groups or individual pupils and students in accordance with the school's aims, objectives, schemes of work and policies.
- Offer advice and guidance within school and in the wider community.
- Provide practical and emotional support to staff exercising their safeguarding role.
- Use a variety of approaches and skills to engage with and establish relationships with pupils and

students who are experiencing emotional upset which is a barrier to their learning.

- Vigorously broker other support services and signpost stake-holders as appropriate.
- Advocate and represent the interests of our pupils and students with other agencies and establishments when this requires substantial and sustained representation of their interests.
- Ensure accurate records are kept of key information.
- Ensure that members of the team keep adequate and accurate records.
- Input into the School Development Plan and Self Evaluation Form, ensuring that Safeguarding and pupil/student personal, social, health and wellbeing are prioritised
- Establish and maintain a positive regard towards pupils, students and staff, promoting equality and diversity.
- Take responsibility for own training needs to ensure knowledge and skills are up to date, e.g. attend staff meetings and training.
- Develop strategies and programmes in accordance with the priorities of the School Development Plan and other relevant national and local directives.
- Play a full and active part in the life of the school.
- Work within professional standards and ethical boundaries, maintaining a high level of discretion and confidentiality.
- Contribute to the overall ethos and aims of the school/academy.
- Carry out such additional duties as may be reasonably required from time to time by the Designated Safeguarding Lead, the Principal, Senior Leadership Team or Line Manager

**Safeguarding Support Assistant – Personal Specification:**

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level and above</li> <li>• Right to work in the UK</li> <li>• Recent and relevant professional development, particularly related to safeguarding</li> </ul>	
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<p><b>Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Be hardworking and creative and have the desire to develop their own pedagogical philosophy.</li> <li>• Be able to motivate and inspire our amazing children.</li> <li>• Be able to plan and deliver lessons to meet the needs of all pupils.</li> <li>• Understanding of safeguarding responsibilities and the need to work within the school’s Child Protection Policy. The successful candidate will require an enhanced DBS disclosure.</li> <li>• Understanding of the importance of discretion and confidentiality.</li> <li>• Understanding of GDPR to ensure compliance.</li> <li>• Ability to work with staff at different levels throughout the school and with outside agencies.</li> <li>• Ability to provide a model of best practice across the school.</li> <li>• A confident, positive and visible person, with the ability to build strong relationships with staff, pupils and students, families and governors.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent communication skills, both orally and written, including with pupils, parents and carers, other staff and external agencies.</li> <li>• Evidence of the ability to lead high quality in-service training.</li> <li>• Exemplary interpersonal skills and empathy with others.</li> <li>• The ability to listen to, and value, contributions of colleagues, and negotiate, persuade and build and maintain effective working relationships.</li> <li>• Ability to understand the expectations and rules of the school and apply school/academy's safeguarding procedures and policy.</li> <li>• Ability to build effective working relationships with staff and others.</li> <li>• Ability to advise and support individuals at all levels within an organisation.</li> <li>• Act with integrity and respect when working with others.</li> <li>• Administration management skills.</li> <li>• Communication skills.</li> <li>• Influencing skills.</li> <li>• Ability to work with conflict and emotionally distressing matters.</li> <li>• Ability to produce and develop guidance and resources.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• The role voluntary organisations have in safeguarding.</li> <li>• Types of abuse and harm.</li> <li>• Legislation, government guidance and national frameworks for safeguarding children and adults at risk.</li> <li>• Role and responsibilities of local key safeguarding agencies, including social services and the police.</li> <li>• Local social services process for the assessment and referral of safeguarding concerns.</li> <li>• Local and national agencies that provide support for children, adults and their families.</li> <li>• Knowledge and understanding of Autism Spectrum Disorder and social communication needs.</li> <li>•</li> </ul>	
<p><b>Physical:</b></p>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> </ul>	

<p><b>Personal Qualities:</b></p>	<ul style="list-style-type: none"> <li>• A commitment to furthering own professional development and to the principle of continuous improvement.</li> <li>• Co-operate with the promotion and maintenance of a safe and healthy working environment and take ownership of health and safety.</li> <li>• Ensure that the policies, procedures and reporting requirements are adhered to across the school/academy.</li> <li>• Promote and consistently exemplify, both internally and externally, the values and behaviours of the school/academy.</li> <li>• Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.</li> <li>• Carry out all duties in accordance with the schools/academy's policies and procedures.</li> <li>• The school/academy is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</li> <li>• Will demonstrate high expectations at all times</li> <li>• Have a passion for creative and motivational teaching.</li> <li>• Possess excellent interpersonal skills and be committed to working as part of our team.</li> </ul>	
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**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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