



Job Description

Post Title:	Safeguarding Officer
Terms & Tenure:	Permanent, Term time only plus 5 TEDs and 5 extra days, 37 hours per week Salary SC6 Pts 18 - 22
Line Manager:	Designated Safeguarding Lead (DSL) – Assistant Headteacher
Staff Supervised:	None

Purpose of the Role

To support the school in safeguarding and promoting the welfare of children and young people. The Safeguarding Officer will work closely with the Designated Safeguarding Lead (DSL), students, families, external agencies, and academy staff to identify, assess, and address safeguarding concerns, ensuring that all students can learn in a safe and supportive environment.

Main Duties and Responsibilities

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore, considered essential.

Safeguarding and Child Protection

- Act as a key member of the academy's safeguarding team under the direction of the DSL.
- Receive, record, and manage safeguarding concerns in accordance with statutory guidance, academy policies, and local procedures.
- Monitor and maintain safeguarding records, ensuring confidentiality, accuracy, and compliance with data protection requirements.
- Support the management of child protection plans, child in need plans, and Family Help interventions.
- Liaise with social care, police, health professionals, and other external agencies regarding vulnerable students.
- Attend safeguarding meetings, case conferences, strategy discussions, and reviews as directed.
- Monitor attendance, punctuality, behaviour, and welfare indicators that may suggest safeguarding concerns.
- Support the management of disclosures from students and ensure appropriate action is taken promptly.

Student Welfare and Support

- Provide support and guidance to students experiencing welfare, safeguarding, attendance, behavioural, or family difficulties.
- Build positive professional relationships with vulnerable students to encourage engagement and wellbeing.
- Undertake welfare checks, home visits, and family support work where appropriate.
- Support reintegration programmes and transition arrangements for students returning from absence, exclusion, or alternative provision.
- Signpost students and families to appropriate internal and external services.

Record Keeping and Administration

- Maintain the academy's safeguarding recording system and ensure all concerns are logged promptly.
- Track actions arising from safeguarding referrals and maintain accurate chronology records.
- Produce reports, statistics, and information for the DSL, senior leaders, governors, and external agencies as required.
- Monitor safeguarding training records and support compliance with statutory requirements.

Staff Support and Training

- Promote safeguarding awareness throughout the academy.
- Provide advice and guidance to staff on safeguarding processes and reporting procedures.
- Assist in the delivery and coordination of safeguarding training and awareness activities.
- Support induction arrangements relating to safeguarding for new staff and volunteers.

Attendance and Vulnerable Students

- Work collaboratively with attendance staff to identify students at risk of persistent absence.
- Contribute to safeguarding risk assessments and support plans.
- Monitor and track vulnerable cohorts, including:
 - Children Looked After
 - Previously Looked After Children
 - Young Carers
 - Students with SEND
 - Students receiving Family Help
 - Students subject to Child Protection or Child in Need plans

Compliance and Policy

- Ensure work is undertaken in accordance with:
 - Keeping Children Safe in Education (KCSIE)
 - Working Together to Safeguard Children
 - Data Protection legislation
 - Academy safeguarding and child protection policies
- Contribute to the review and development of safeguarding procedures and practices.
- Support safeguarding audits and inspections, including Ofsted preparation.

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.

- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

As part of our recruitment processes, in accordance with statutory guidance KCSIE, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account