



Job Description: Lead Child Protection and Safeguarding Officer

Reporting to:	DSL
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time – 36 hours per week, term time only plus 1 extra week
Salary:	Ark Support 9: Pay Points 25 - 32 (£29,577 to £35,745) pro rata

The Role

As a Child Protection and Safeguarding Officer at the Academy, you will be responsible for the development of safeguarding and child protection policies, training and procedures. You will create strong working relationships with outside agencies to enable 'wrap around' support for students and their parents/carers.

Key Responsibilities

Policies & Reporting

- Implement the academy's Safeguarding and Child Protection policies and procedures in line with national, statutory and Ark requirements
- Support the DSL in initiating and delivering regular training on all aspects of Safeguarding and Child Protection to all staff across the school, ensuring that staff are kept up to date on current procedures
- Lead and line manage the safeguarding team and each case worker and ensure they are fully trained and effective in their work
- Monitor and quality assure the work of the caseworkers and address any areas needing development
- Tracking and monitoring the statutory procedures and systems and training for all staff
- Manage your case load of high threshold students
- Track and monitor the delivery and impact support programmes to ensure they have maximum impact on enabling the child to be safe, happy and successful
- Attend and participate in Child Protection Conferences and Planning and Review meetings within and outside normal working hours
- Prepare relevant reports for specific audiences
- Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection
- Work closely with the SLT DSL in order that all processes are efficient, coherent and impactful
- Have a rapid response and take appropriate action to alerts regarding Prevent and domestic violence



Outreach

- Plan and complete professional assessments of need and risk regarding parents and carers using the appropriate procedures for children in need and significant harm
- Coordinate the multi-agency approach as preventative measures and to address child protection issues
- Attend, present and represent the school at meetings
- Work directly with children in need and their families in the community in order to promote, strengthen and develop
- Work closely through the Inclusion Hub to signpost and intervene with the identified students

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Lead Child Protection and Safeguarding Officer

Qualification Criteria

- Qualified to degree level or equivalent, desirable
- Professional Social Work qualification, desirable

Knowledge, Skills and Experience

- Experience of safeguarding, working with children/young people in education, social work, youth work, etc., particularly managing child protection cases and investigations
- Experience of establishing effective relationships with children, their families, other stakeholders and the wider community
- Experience of developing policies and/or procedures
- Detailed and authoritative knowledge of safeguarding and child protection
- In-depth knowledge of the range of additional support/agencies which assist students
- Excellent communication and interpersonal skills and the ability to maintain effective working relationships with a variety of stakeholders
- Strong problem solving and analytical abilities
- Able to balance competing priorities, work on own initiative and to tight deadlines
- Able to write reports, summarise clearly and articulate concepts and proposals

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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 the role

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.