

## **JOB DESCRIPTION**

<b><u>POST TITLE:</u></b>	<b>Safeguarding and LAC Support Officer</b>
<b><u>GRADE:</u></b>	<b>Grade K - L (point 27 - 33)</b>
<b><u>HOURS:</u></b>	<b>37 hours, term time only + 5 days</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>HSAT Safeguarding and EHA Lead</b>
<b><u>JOB PURPOSE:</u></b>	Support and assist Horizons Specialist Academy Trust (HSAT) in the delivery of its Safeguarding, LAC and EHA obligations to the children and young people within its four academies who vary in age and special needs.

## **MAIN DUTIES/RESPONSIBILITIES**

**The post holder working to this job description may be required to undertake any of the following main duties and responsibilities.**

1. Support the Safeguarding & EHA Lead in ensuring that HSAT's procedures and practices in relation to Safeguarding and LAC pupils are operationally sound and in accordance with both existing guidance and requirements, as well as best practice,
2. Support the Safeguarding & EHA Lead in ensuring that safeguarding and child protection policies and procedures are understood by all staff members and are implemented correctly, including the appropriate use of CPOM's and safeguarding reporting systems.
3. Support in the completion of safeguarding audits as appropriate across the Trust, including individual LAC and child protection case file audits.
4. Support the Safeguarding and EHA Lead in providing reports to CEO, Trustees and stakeholders.
5. Support Principals and Trust DSL's in ensuring that all multi-agency meetings are attended by appropriately trained staff and all actions are completed accordingly.
6. Attend relevant child protection and safeguarding training as and when required to ensure full compliance and understanding of the requirements of role.
7. Attend Local Authority safeguarding and LACDT Forums, ensuring appropriate information is disseminated to relevant staff and policies and procedures are updated accordingly.
8. Support the Safeguarding & EHA Lead by having a clear understanding of local authority referral and assessment processes and threshold documentation alongside of other relevant national and local safeguarding & child protection legislation and guidance; enabling this knowledge and understanding to be disseminated across the Trust.
9. Act as a champion for looked-after children and young people across the Trust by further developing HSAT LACDT forums in order to share information; explore practice issues and further develop opportunities for good practice.

10. Act as an additional source of support, advice and expertise across the Trust regarding safeguarding and child protection issues such as CSE & radicalisation.
11. Support Trust Senior Leads and Principals by carrying out an investigating officer role for staff allegations and safeguarding disciplinary matters.
12. Assist the Safeguarding & EHA Lead in providing and contributing to written reports as and when required.
13. Support Principals and DSL's across the Trust by managing LAC/CP/CIN caseload as and when required, including attending relevant Child Protection & LAC meetings.
14. Support the Safeguarding & EHA Lead by contributing to the review and update of HSAT's safeguarding policies to reflect current legislation and guidance, and ensure staff are aware of any implications.
15. Liaise effectively with other agencies and professional bodies including Safeguarding Partners, Police and Social Care, ensuring that the Trust is represented in a professional capacity.
16. Contribute to the development and dissemination of all staff training and induction-particularly focusing on awareness of the additional vulnerabilities of disabled children and young people and the risks associated with misinterpreting indicators of abuse.
17. Manage any identified associated budget.
18. Carry out your duties with full regard to the Trust's Equality Policy.
19. Comply with Health and Safety policies, organisations statements and procedures and report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
20. Any other duties of a similar nature related to the post and commensurate with the grade of the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL MAT POLICIES, INCLUDING THE NO SMOKING POLICY.**

***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST***

**PERSON SPECIFICATION**

**SAFEGUARDING AND LAC SUPPORT OFFICER Grade K**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ level 4 or equivalent qualification in relevant discipline, and / or appropriate experience (minimum of 3 years experience in an education environment)	AF,C	D1	Degree in relevant field	AF,R,I
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF,C			
<b>Experience &amp; Knowledge</b>	E3	Significant Designated Safeguarding Lead experience	AF,R,I	D2	Allegations management experience	AF,R,I
	E4	Experience of all aspects of safeguarding including attendance at safeguarding forums and leading on safeguarding issues in a school environment	AF,R,I			
	E5	Effective partnership working	AF,R,I	D3	Knowledge of child and adolescent mental health issues	AF,R,I
	E6	Experience in chairing multi-agency meetings		AF,R,I	D4	Experience of managing budgets
D5					Experience of managing staff	AF,R,I
D6					Experience of providing safeguarding supervision to staff	AF,R,I

	E7	Significant experience of working with children and families	AF,R,I			
	E8	Understanding of assessment framework and Continuum of Need	AF,R,I			
	E9	Experience in use of assessment to identify need.	AF,R,I			
	E10	Knowledge of child and adolescent development				
<b>Skills</b>	E11	Ability to relate well to children, families and a range of professionals	AF,R,I	D6	Proven credibility in working effectively with Safeguarding Partners and other agencies.	AF, R, I
	E12	Ability to extract data from a multitude of systems and present information in a logical and systematic manner	AF,R,I			
	E13	Excellent organisational skills	AF,R,I			
	E14	Ability to communicate both orally and in writing to a wide range of audiences – preparing reports and presenting findings	AF,R,I			
	E15	IT Literate – ability to use Microsoft Office and computer-based	AF,R,I			
	E16	Management Information Systems	AF,R,I			
	E17	Ability to assess and record accurately and concisely	AF,R,I			

Personal Attributes	E18	Ability to work successfully as part of a team	AF,R,I		
	E19	Ability to abide by Trust policies and procedures	AF,R,I		
Special Requirements	E20	Ability and motivation to effectively, and sensitively, communicate with wide range of stakeholders, professionals, families and children.	AF,I,R,D		
	E21	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D		
	E22	Emotional resilience in working with a range of special educational needs	AF,I,R,D		

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS Check

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references