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|  | **CITY of SHEFFIELD**  **JOB DESCRIPTION** |
| **CHILDREN AND YOUNG PEOPLE’S DIRECTORATE** | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **SCHOOL** |  |
| **POST TITLE** | **STUDENT WELLBEING TEAM – Designated Safeguarding Deputy (Maternity Cover)** |
| **ROLE PROFILE** | **LD4** |
| **JOB NUMBER** | **SCH/BP/LD/012/P** |
| **GRADE** | **6** |
| **RESPONSIBLE TO** | **HEADTEACHER** |
| **RESPONSIBLE FOR** | **Supervision of TA’s in Inclusion Team.** |
| **HOLIDAY AND SICKNESS COVER** |  |
| **PURPOSE OF JOB** | **UNDER AN AGREED SYSTEM OF SUPERVISION: TAKE A LEAD ROLE WITHIN THE SCHOOL TO ENSURE THE SAFEGUARDING OF CHILDREN AND SUPPORT FOR LOCAL FAMILIES IN ACCESSING SERVICES** |
| **RELEVANT QUALIFICATIONS** | **MEET HIGHER LEVEL TEACHING ASSISTANT STANDARDS OR EQUIVALENT QUALIFICATION OR EXPERIENCE**  **EXPERIENCE OF SAFEGUARDING**  **EXCELLENT NUMERACY / LITERACY SKILLS EQUIVALENT TO GRADE C GCSE IN ENGLISH AND MATHS** |

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| **JOB DESCRIPTION FOR POST OF:- STUDENT WELLBEING TEAM – Designated Safeguarding Deputy (based on SAFEGUARDING LIASON OFFICER)** |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

##### MAIN DUTIES AND RESPONSIBILITIES

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| SAFEGUARDING CHILDREN |
| 1. To work with the Headteacher in ensuring effective procedures for safeguarding children are applied in school and carry out the role of Designated Safeguarding Deputy. 2. To act as the link between all Talbot sites to ensure consistency of culture, approach and implementation of policy across school (including Post 16). 3. Make recommendations to the Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation. 4. Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures and induction is completed for new staff and keep record of training delivered. 5. Attend core group meetings on behalf of the school and undertake case management under the supervision of the Deputy Headteacher Quality of Inclusion. 6. Develop and maintain relationships with external colleagues. 7. Oversee the school attendance monitoring and follow up on issues with external agencies. |
| PARENTS AND COMMUNITY |
| 1. Develop and maintain relationships with parents and carers to encourage participation in school. 2. Manage parental complaints particularly in relation to safeguarding issues. Assist other staff with the management of parental complaints and ensure procedures for these are followed. 3. Ensure appropriate arrangements are in place to support parents and students in the smooth transition from primary to secondary school, to Post 16 and beyond. 4. Develop and maintain relationships with external colleagues in relation to parental support. (eg Social Care, CAMHS) |
| STAFF SUPERVISION |
| 1. Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of children at lunchtime. 2. Manage the lunchtime supervisory staff ensuring appropriate deployment and training. 3. Work in partnership with staff to ensure the implementation of operational systems and processes designed to safeguard children. 4. Plan, source, track and deliver training across school in relation to areas of responsibility. |
| TEACHING AND LEARNING |
| 1. Help students to be able to access learning activities through specialist support. 2. Determine the need for, prepare and maintain general and specialist equipment and resources. 3. Undertake specified work to provide the delivery of short-term cover if needed. |
| SUPPORT FOR THE SCHOOL |
| 1. Comply with and assist with the development of policies and procedures relating to safeguarding. 2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. 3. Contribute to the overall ethos/work/aims of the school. 4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students. 5. Attend and participate in regular meetings. 6. Participate in training and other learning activities as required. 7. Recognise own strengths and areas of expertise and use these to advise and support others. 8. Liaise with Deputy Headteacher Quality of Inclusion in relation to attendance and take on key worker responsibilities for complex cases. |
| **LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE**   * Manage Support Staff. * Liaise between managers/teaching staff and Teaching Assistants. * Hold regular team meetings with managed staff. * Represent support staff at teaching staff/management/other appropriate meetings. * Undertake induction/appraisal/training/mentoring for appropriate staff in school. * Plan, record and deliver whole school training in relation to lead responsibility. |

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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| **ISSUE DATE:** |