

<b>Grade:</b>	8
<b>Accountable to:</b>	Head of Safeguarding and Compliance
<b>Place of Work:</b>	Head Office and across Hamwic Education Trust Schools
<b>Hours:</b>	Three days a week – Term time only + two weeks
<b>Contract:</b>	1-year contract

### **Role remit:**

As a member of the central safeguarding team, support and promote effective safeguarding practice across the Hamwic Education Trust (HET), ensuring that all HET schools are well supported in carrying out their safeguarding duties, so that pupils and adults are protected from harm.

### **Main Responsibilities:**

To support and promote effective safeguarding practice across HET to ensure that all schools are well supported in carrying out their safeguarding duties, so that pupils and adults are protected from harm.

- Act as a main point of contact for all School Leaders, School Designated Safeguarding Leads (DSLs) and Managed Service Trust staff for advice, support and direction about a child protection or safeguarding issue. (This will never be in place of contacting the LA Multi-Agency Safeguarding Hub, LADO, police or emergency services). This will involve being available to support schools with vulnerable families and complex cases to ensure children are not placed at risk and the school fulfil their statutory safeguarding responsibilities.
- Communicate professional advice to Headteachers and DSLs on a broad spectrum of safeguarding matters with clarity, articulate sound reasoning for decision making, and respond positively and confidently to challenge.
- Maintain the record of serious safeguarding incidents reported by schools, for the Trust Executive Team and Board so that they can be monitored and shared with Trust colleagues, as necessary.
- Ensure governors, school leaders and DSLs are aware of their responsibilities and can carry them out effectively.
- Ensure HET schools have robust recording and reporting systems so that children are monitored carefully and the culture of 'it could happen here' is well embedded.
- Undertake regular safeguarding reviews in HET schools to review their safeguarding processes, practice, and pupil safety knowledge. This will involve meeting with school leader, DSL, governors and children; collating information from various sources; report writing and creating action plans and post review, monitoring the completion of actions identified so that they lead to improved safeguarding in schools.
- Undertake desktop quality assurance processes in relation to DSL practice and the recording and reporting of safeguarding incidents across HET utilising safeguarding and incident reporting systems. This includes constructively challenging DSL practice, making recommendations for change, and monitoring implementation to ensure sustained impact.
- Monitor and deliver support to schools in relation to HET's Graduated Response to ensure the team differentiate advice, training and visits based upon our assessment of need.
- Support the development of the annual HET Safeguarding and Child Protection Policy template and maintain and write other guidance documents for HET schools.

- Contribute to the collation, checking, and analysis of termly safeguarding data from schools, drawing out themes that inform the development of the Trust's safeguarding guidance, training, and support.
- Review and analyse Local Authority safeguarding audit reports from schools to identify common areas for improvement across HET and to monitor the completion of actions.
- Update the HET eLearning module for safeguarding at least annually, to reflect changes in KCSIE, alongside new and emerging safeguarding risks and harms, ensuring all Trust-wide staff are equipped with the knowledge and understanding required to fulfil their safeguarding responsibilities effectively.
- Create safeguarding training resources which can be shared with schools and Governors.
- Provide regular safeguarding updates to School Leaders, DSLs, Governors, and wider school staff as required.
- Ensure safeguarding resources and information on the HET intranet is relevant, useful and kept up to date, using research, professional networks and national and local safeguarding updates to inform content.
- Contribute to the production of the termly HET safeguarding newsletter, including drafting content, highlighting key themes, and sharing updates and best practice across HET.
- Write and deliver safeguarding induction training to central Managed Service staff, new DSLs, and Governors/ Trustees, as necessary.
- Contribute to the organisation, planning and delivery of termly safeguarding networks for DSLs.
- Work collaboratively with DSLs to build capacity and confidence in digital safeguarding, raising awareness of online risks and helping to embed consistent, effective approaches across schools.
- Contribute to the development and review of the Trust's safeguarding strategy and associated action plans, supporting the identification of priorities, with clear actions, timescales and measurable outcomes.
- Keep informed of current legislation, statutory guidance and local safeguarding children partnership guidance and ensure all safeguarding policies and procedures are kept up to date. This will include providing professional input to review and update other Trust policies as needed.

To work with the education team and school leaders to improve attendance by contributing to the Trust attendance strategy:

- Working alongside other members of the school improvement team to help review what actions are being taken in schools, and support leaders to be systematic and impactful in their work to tackle absence.

### **Other Duties:**

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date** .....



# Safeguarding Officer Person Specification

*All about  
the child*

Specification Area	Description	Essential (E) / Desirable (D)
<b>Skills, Knowledge &amp; Aptitude</b>	Strong working knowledge of safeguarding processes, legislation, and multi-agency working	<b>E</b>
	Ability to respond appropriately to disclosures, record concerns, and make timely referrals	<b>E</b>
	Strong understanding of risk assessment, vulnerability factors, and thresholds	<b>D</b>
	Excellent verbal and written communication skills, with the ability to communicate at all levels	<b>E</b>
	Ability to organise data from multiple sources with accuracy and attention to detail.	<b>E</b>
	Excellent interpersonal skills and solution focused approach to professional relationships	<b>E</b>
	Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people	<b>E</b>
	Ability to work in a demanding environment, meeting deadlines and prioritise as necessary, while maintaining professionalism	<b>E</b>
	Ability to work as part of a team and demonstrate initiative	<b>E</b>
	Excellent listening skills and the ability to deal with sensitive situations with integrity	<b>E</b>
<b>Qualifications &amp; Training</b>	Educated to at least A Level or equivalent or have relevant vocational experience	<b>D</b>
	5 GCSE's with a minimum grade C or above in English and Mathematics	<b>E</b>
	Level 3 Safeguarding training, updated every 2 years	<b>E</b>
	Safer recruitment training	<b>E</b>
<b>Experience</b>	Experience managing safeguarding concerns as a DSL or relevant safeguarding leadership	<b>E</b>

	Experience in leading or supporting staff in safeguarding practice	<b>D</b>
	Background in education, social care, or a safeguarding-related field	<b>E</b>
	Experience of using Microsoft office to produce a range of professional documents	<b>E</b>
	Able to present data clearly through charts, tables, dashboards, and written summaries tailored to different audiences (leaders, governors, staff).	<b>E</b>
<b>Personal Attributes</b>	Professional integrity and confidentiality	
	Commitment to continuous professional development	<b>E</b>
	Emotional resilience and the ability to remain calm and focused under pressure	<b>E</b>
	Ability to deal with conflicting priorities and cope with considerable pressure	<b>E</b>
	High level of emotional intelligence	<b>E</b>
	A deep commitment to the vision, values and ethos of HET	<b>E</b>
	A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation	<b>E</b>