

JOB DESCRIPTION

Safeguarding & Welfare Co-ordinator – St Paul's School

Department Pastoral

Line Manager Whole School Designated Safeguarding Lead (DSL)

Role

Reporting to the whole school Designated Safeguarding Lead, the Safeguarding & Welfare Co-ordinator will work across both St Paul's School and St Paul's Juniors.

Main duties and responsibilities

- Inform and embed best practice in school safeguarding and child-welfare systems and culture (including record-keeping and the making of referrals)
- Establish and maintain strong inter-agency links
- Lead and oversee staff safeguarding training.
- Act as a Deputy DSL, as per Annex B of Keeping Children Safe in Education, and support the Designated Safeguarding Lead in ensuring a safe, child-centred culture at St Paul's.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Ensuring best practice in safeguarding and child welfare systems and culture:

- Advise on the consistent and appropriate application of the thresholds for referrals;
- Provide ongoing guidance and regular safeguarding supervision to all pastoral leads in their handling of pupil safeguarding and welfare cases.
- Monitor and ensure the appropriate collection, recording, confidentiality, work accost Pastorage and sharing of safeguarding and welfare records and management information;
- Lead on the management and progress of pupils of safeguarding concern, including any child subject to a child protection or child in need plan, or any Looked After child.
- Attend welfare and safeguarding management meetings at both St Paul's School and St Paul's Juniors

Establishing and maintaining strong inter-agency links:

- Provide a point of contact between St Paul's School /St Paul's Juniors and multi-agency child protection agencies: LSCP, LA SCPs (various boroughs, but particularly Kingston & Richmond), the Kingston & Richmond LADO, local police including Safer Schools Officer, NCTL/DBS (if required), etc
- Liaison with other professionals to ensure that the school contributes to inter-agency working in line with *Working Together to Safeguard Children* and follows locally-agreed inter-agency



St Paul's School Vacancies

procedures. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children who are subject to child protection plans.

- Where appropriate, to take part in child protection conferences or reviews;

Lead Staff Safeguarding Training

- Take responsibility for delivery and certification of core safeguarding and related CPD training of staff (teaching and non-teaching)
- In liaison with the DSL, arrange for training by external experts in developing areas of child welfare and safeguarding practice, in particular for the pastoral teams at both St Paul's and St Paul's Juniors.
- To ensure, together with HR, that the school keeps and maintains records of staff training on child protection and safer recruitment procedures;

Act as a Deputy DSL, and support the Designated Safeguarding Lead in ensuring the school's culture is safe and child-centred at all levels:

- To act as a Deputy DSL in accordance with Annex B of *Keeping Children Safe in Education* Support safeguarding audits across St Paul's and St Paul's Juniors;
- To respond to emergency safeguarding calls, including at evenings, weekends and (as part of a rota) during holidays.

Essential skills and qualifications

- Have an appropriate qualification and/or extensive experience in safeguarding child welfare, or a related field, including experience in preventing and responding to abuse and exploitation.
- Have knowledge of the requirements for keeping children safe in education; and of legislation, guidance, policy, procedures and good practice in safeguarding children and vulnerable adults.
- Have the ability to communicate effectively to a range of audiences including children, families, colleagues, schools and external multi-agency organisations, including in the delivery of training.
- Have high professional skills, including IT skills, prioritisation, presentation and report-writing skills.
- Be highly discrete, understanding both the demands of confidentiality and individual data rights, but also the principles of effective safeguarding information-sharing.

Desirable skills and qualifications

- Have the ability to further develop, through reflective supervision, the knowledge and skills of the School's pastoral and safeguarding teams; and also to be reflective on their own practice.
- Have the ability/be accredited to train staff to Level 2 Safeguarding.
- Be trained to a level above Level 3 Safeguarding.
- *Direct experience of the independent education sector is not a pre-requisite and applications are encouraged from practitioners with public sector and charitable backgrounds.*

Hours of work

8.30am to 4.30pm Monday to Friday. This is a full time, permanent role working, 35 hours per week, 52 weeks per year. Due to the nature of the post, flexibility in working hours may be required.



St Paul's School Vacancies

Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

Salary

c£50,000 per annum [full time]

Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.