

**Bishopton PRU**

**Job Description**

Safeguarding & Well-Being Officer

**Job Description**: Safeguarding & Well-Being Officer

**Position**: Full time

**Grade:**  Grade I

**Responsible to**: Headteacher

***Bishopton PRU is committed to safeguarding and promoting the welfare of children.***

**Job Purpose**

To support the development of safeguarding and child protection policies, training and procedures and guidance for Bishopton. To assist in the coordination of referrals, arranging action and reviewing the service for pupils and their families.

**Job Summary**

Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of pupils and support vulnerable families. Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of pupils. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium pupils.

**Principal Accountabilities**:

* To implement child protection and Safeguarding policy and procedures
* Encourage good practice by promoting and championing the child protection and safeguarding policy and procedures
* Respond appropriately to disclosures or concerns which are related to the well-being of a pupil
* To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report as and when required
* To work directly with children in need and their families in the community in order to promote, strengthen and develop positive parenting and strategies in order to prevent children from becoming looked after and or suffering significant harm
* Where required, liaise with statutory agencies and ensure they have access to all necessary information
* To initiate and refer pupils to outside agencies and co-ordinate referrals
* To liaise with school staff in initiating multi-agency referrals for students
* When appropriate, to act as lead professional and coordinate Team Around the Child (TAC) meetings
* To support the care of children where their arrangements are at risk of breakdown.
* To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Bishopton from planning and interventions meetings are successfully carried out and monitored.
* To collate and produce statistical information with regards to safeguarding and pupil groups
* To work with identified pupil premium groups and their families to narrow the attainment gap
* To plan and assist on safeguarding training within the Bishopton
* Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place out of normal working hours
* Plan and complete professional assessments of need of risk in respect of parents and carers using the relevant procedures for children in need and significant harm. Taking the lead to coordinate multi-agency approach to prevent and address child protection issues and children in need within Bishopton
* To maintain confidentiality at all times
* To liaise and coordinate with colleagues and outside organisations regarding the Early Help Assessment and to coordinate and monitor all referrals and recommendations with the Bishopton
* From referrals, develop a register of pupils who are “At Risk” or have child protection plans

**Pastoral & Community:**

* To communicate to pupils the values, standards and expectations of the School.
* To promote the inclusion and acceptance of all pupils
* To challenge and motivate pupils, promote and reinforce self-esteem.
* To contribute to the overall ethos/work/aims of the school.
* To contribute to school life and the overall vision, values and guiding principles of the school, including a willingness to undertake the organisation of extra-curricular activities.
* To participate in the arrangements made for the supervision and safety of the pupils between lessons and during unstructured times.
* To undertake other such duties as may be reasonably required.

**Professional Expectations:**

* Adhere to the Staff Handbook at all times and act in a professional manner
* Put pupils and their safety foremost
* Take part in departmental meetings, whole school briefings and CPD
* Rigorously apply school policies and ensure procedures are followed.
* Contribute to a positive safety culture.

**Safeguarding - Promoting the Welfare of Children and Young People**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date: