



St Ursula's Convent School

A Humanities College and Teaching School

WELLBEING & SAFEGUARDING OFFICER

Accountable to:	Assistant Headteacher
Salary	Scale 6 (£27,228 - £28,215 pro rata)
Hours	35 hours per week
Weeks	39 weeks per year

One year contract starting on 1st September 2020

JOB DESCRIPTION

Responsibilities

Working under the direction and line management of an Assistant Headteacher.

This job description should be read in conjunction with 'Annex B – Role of the Designated Safeguarding Lead' in Keeping Children Safe in Education (2019)

Safeguarding

- To take a lead role in the school's Safeguarding Team as a Deputy Designated Safeguarding Lead and to be the first point of contact when issues arise
- To undertake and support in delivering training where necessary and appropriate, ensuring that all safeguarding matters are discussed fully with the DSL
- To work with the DSL to ensure that the safeguarding policies and related policies and procedures are followed
- To keep up to date with legislative, policy and guidance developments in safeguarding
- To contribute to the analysis of safeguarding data and help to produce reports, making recommendations to inform practice, processes and systems
- To liaise with the school's Attendance Officer regarding safeguarding
- To liaise/meet with other schools and outside agencies (e.g. Early Help team, CAMHS etc.) as necessary to facilitate PEPs, CP, CIN and school transfers as necessary (in consultation with AAHT/AHT/SENCO).

Pastoral Care

- To be 'on call' to respond to pastoral issues, investigating and ensuring a resolution
- To support with monitoring behaviour, uniform and achievement of students and deal with behaviour issues such as bullying, attendance, lateness, uniform, strategies to support students placed on report.
- To support with pastoral detentions alongside other members of the pastoral team.
- To make contact with home and conduct parental meetings as necessary, maintaining SIMS logs of parental contact.
- To support Form Tutors and AAHT in liaising with parents/carers about pastoral concerns and ensuring a resolution.
- To work with HODs to help plan interventions for positive behaviour for learning as appropriate
- To manage the supervision of the LSC

- To support the AAHT with the induction of new students who are admitted in-year
- To support the AAHT in managing work for inclusions, exclusions and long-term absence

General

- To uphold the Catholic Ethos of the school
- To contribute to the whole school wellbeing action plan
- To take part in/help organise Parents' Information Evenings, assemblies, rewards trips, enrichment delivery and other school events as required
- To support with pastoral issues, providing strategies to resolve issues
- To organise and support provision of clubs as needed
- To organise and support assemblies, including rewards assemblies
- To monitor form time with AAHT, including the undertaking of Acts of Worship and journal checks
- To oversee pastoral displays and make contributions to 'The Weekly' as required

Administrative

- To help maintain complete and accurate student records
- To undertake the provision of general administrative and organisational services related to pastoral and safeguarding as needed.

Other

A Wellbeing and Safeguarding Officer may be required to undertake any other reasonable tasks as required by Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

**ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION
WELLBEING & SAFEGUARDING OFFICER**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education. 	<ul style="list-style-type: none"> • Educated to degree standard • Hold GCSE Maths and English, or equivalent. • Recent CPD in behaviour management and/or pastoral care
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience of working with children and young people, preferably within an educational setting • Familiarity with policies concerning Health & Safety, AEN and Equal Opportunities • ICT skills including experience of Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of the school SIMS system. • Experience of working with external agencies.
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Ability to remain calm under pressure. • Able to work effectively as part of a team • Willing to undertake relevant training to develop performance • Supportive of the School's Catholic Ethos 	<ul style="list-style-type: none"> • Desire and potential to progress to further promotion