

SPECIMEN JOB DESCRIPTION

POST TITLE

Safeguarding and Child Protection Co-ordinator

ACADEMY / SCHOOL

GRADE

REPORTS TO

MAIN PURPOSE OF THE JOB

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*.
 - Under the overall direction of the principal / head teacher play a lead role:
 - in formulating the aims, objectives of the academy / school / college and establishing the policies through which they are to be achieved;
 - Lead in the development and implementation of all policies procedures and strategies which promote the safety and welfare of all pupils across the academy / school / college;
 - Carry out the professional duties of a teacher as required;
 - Lead on all child protection issues;
 - Lead on the promotion and safeguarding of the welfare of children and young people within the academy / school / college;
 - Be responsible for Looked After Children across the academy / school / college.
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DUTIES AND RESPONSIBILITIES

Shaping the future

- Develop and deliver appropriate training for all staff and governors across the academy / school / college
- Play a leading role in the school improvement and school self-evaluation planning process
- Manage and plan and review all child protection cases and strategy meetings
- Lead by example to motivate and work with others
- Promote a culture of inclusion within the academy / school / college community where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the academy / school / college community
- Work with the principal / head teacher to raise awareness and develop strong ethos of safeguarding and child protection knowledge across the academy / school / college
- Ensure the development and delivery of training and support for staff
- Support the processes involved in monitoring, evaluating and recording all safeguarding procedures, reports and strategies within the academy / school / college

Developing self and others

- Support the development of skills and knowledge and train the Child Protection Team to a high standard
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn

Managing the organisation

- Support the leadership regular reviews of all school systems to ensure child protection procedures are embedded, monitored and reviewed
- Ensure the effective dissemination of information across the academy / school / college
- To undertake any professional duties, reasonably delegated by the principal / head teacher

Securing accountability

- Support the principal / head teacher in reporting safeguarding issues
- Promote and protect the health and safety welfare of all pupils and staff

Strengthening community

- Work with the principal / head teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the academy / school / college offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents / carers in school life
- Organise and conduct meetings where appropriate with parents / carers to ensure positive outcomes for all parties
- Strengthen partnership and community working

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of academy / school / college organisation and may change either as your contract changes or as the organisation of the academy / school / college is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

Signature of Post holder

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Date

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Signature of Principal / Head Teacher

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Date

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