



Strategic Lead for Safeguarding in St Oswald's Catholic Primary School Job Description

Line manager HT/DHT

Salary range NJCJE 22-26 dependent on experience

The Strategic Lead for, safeguarding job description is outlined below and is subject to annual review.

The strategic lead is employed by St Oswald's Catholic Primary School and shall perform any particular duties or directions, which may reasonably be given to them by the Headteacher.

Purpose of the job:

- **To coordinate the operational aspects of whole school safeguarding and work closely with the DSL.**
- **To support the administrative requirements with regards to safeguarding and pastoral care.**
- **To support the whole school Mental Health lead/Family Liaison Officer to implement the strategy to support staff, pupils and families.**
- **To build up effective relationships with families to ensure clear communication to aid in removing barriers.**
- **To work as part of a school team to ensure effective safeguarding and promotion of positive mental health and wellbeing**

Safeguarding

To take responsibility for the day to day safeguarding management following DFE guidance

To deputise for the DSLs in the management of individual pupil safeguarding issues by liaising with teachers, Home/School Liaison officer and the safeguarding team to ensure that the best outcomes are achieved.

To work to with all parties on preventative early help intervention, by investigating and identifying the circumstances that may cause concern.

Take the lead on safeguarding referrals and multi-agency meetings.

To liaise with and signpost to outside professionals and coordinate a multi-agency approach to safeguarding work.

To complete welfare checks, including using Levels of Need documents to make referrals to social services.

To manage and oversee the caseloads of all CIN & CP children in school.

To oversee and monitor the EHAT processes in school and offer advice on decisions.

Carry out home visits where appropriate to support parents.

To organise and facilitate the risk assessments and supervision meetings for the safeguarding team.

To work alongside the designated CLA lead to support children to have positive outcomes to support PEPs.

To assist with implementation of the school attendance policy.

Work in liaison with the attendance team and the EWO.

To promote a culture of information sharing, leading to effective safeguarding processes being followed.

Deliver staff training on aspects of safeguarding, to maintain records of staff training.

To coordinate the training needs of the safeguarding team

To provide or contribute to oral and written assessments, reports and references relating to individual children

Prepare reports for partners & governors, providing up to date information as and when required.

Maintain accurate and comprehensive records of actions taken following concerns raised, review actions and outcomes.

Ensure CPOMS is kept up to date and evaluated

To support the DSL in the completion of the 175 audit

To check actions arising from the 175-audit including regular updates

To undertake safeguarding responsibilities during school holiday periods, this may involve holiday clubs, within reason and as agreed.

Additional duties

Support the whole school mental health & wellbeing strategies

To support the promotion of emotional wellbeing interventions across school.

Raise awareness amongst staff, pupils and parents on the importance of mental wellbeing.

Support the identification of at-risk pupils or those demonstrating signs of mental ill health.

In conjunction with the MHL Implement processes to monitor groups of pupils who are more vulnerable to mental health difficulties, e.g. LAC, pupils with SEND or from disadvantaged backgrounds

In conjunction with the MHL, work with the parents of any pupils who have mental health problems to effectively coordinate support.

Assist with implementing individual pupils' learning plans, pastoral support plans risk assessments and acceptable behaviour contracts.

Develop effective relationships with parents advising them on strategies to support their own and children's emotional health.

Organise events for parents/carers aimed at improving their ability and confidence to give confidence, resilience building and advice.

Establish good working relationships with pupils and staff, acting as a role model and setting high expectations.

Manage own professional development by attending relevant training opportunities.

Work with the safeguarding governor, providing written reports as appropriate on the management of safeguarding in school.

To ensure professional behaviour and confidentiality in carrying out role.

The post holder will be expected to support and promote the development and progress of the school, pupils, staff and families. In this role there would be an expectation for the development of policies and strategies to contribute to school improvement. The job description does not form part of the post holder's contract of employment.