



Wymondham High Job Description

Name:	
Job Title:	Child Protection Support Officer
Salary range / job grade:	Pay point range 7-11 32 hours per week, Monday to Friday
Responsible to:	Safeguarding and Child Protection Officer (SCPO)
Responsible for:	To Support the Academy's safeguarding strategy
Effective Date:	

Role and Context

Purpose:	<ul style="list-style-type: none"> To ensure that all children at Wymondham High Academy are safe from harm To follow statutory guidelines in the promotion of pupil welfare To support the SCPO in providing regular child protection/safeguarding training to Academy staff To communicate the importance of child safeguarding to all members of the Academy Community
Duties and Responsibilities:	<ul style="list-style-type: none"> To undertake job role specific training e.g. DSL (Designated Safeguarding Lead) course and FSP (Family Support Process) training To be an additional point of contact for staff with regard to safeguarding queries To act as an alternative safeguarding lead for the Academy in the absence of the SCPO Attend child-centred meetings when required and as directed by the SCPO, at times these will be off site. To undertake the role of Looked After Child (LAC) Coordinator under the direction of the Designated Teacher for Looked After Children. Attend/lead Family Support Process (FSP) meetings. To communicate with all external agencies, including Children's Services, the Local Authority and police as directed by the SCPO To undertake administration duties to process and record all disclosures, documentation, communication in a timely, accurate and efficient manner To support with the administration of receiving and transferring safeguarding documentation between educational establishments when students join or leave the Academy To support the SCPO to promote the importance of child protection and safeguarding through displays and literature To contribute to resources to help pupils understand how they can recognise and report abuse

General:	<ul style="list-style-type: none"> To undertake general training e.g. first aid and fire marshal To maintain staff and pupil confidentiality To participate in the performance management programme To undertake other responsibilities within the overall purpose and scope of the post
Relationships:	<p>Working closely with:</p> <ul style="list-style-type: none"> All teaching and non-teaching staff Pupils Parents External professionals



General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- The role is subject to a three and six month probationary review.
- The successful applicant will be required to attend meetings off site, therefore access to a vehicle is essential.

Review:

- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:

Date: