

# Job Description: Child Protection Officer

**Location:** King's Academy Easthampstead Park (KAEP)

**Department:** Safeguarding / CP

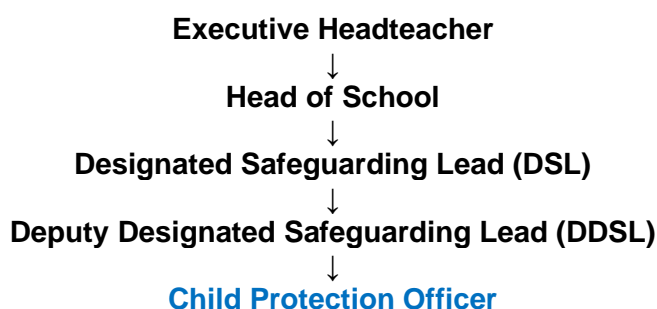
**Pay Grade:** KGA05 (points 6 to 9) – FTE £27,202 to £28,968, starting on £14.10 per hour

**Actual Starting Salary:** £24,050 per annum inclusive of London Weighting and Holiday Entitlement

**Core Hours:** 37 per week - Monday to Friday 8.30am – 5.00pm (4.30pm on Fridays) including 40-minute and 20-minute unpaid breaks. **Term time including Inset Days** plus 6 days' equivalent to 44.5 hours (the additional hours are in support of attending social services meetings during holiday time which cannot be set).

*Although most work will be during these hours some flexibility would be required for after school or evening meetings which you would manage within your working week in agreement with your Line Manager*

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

## JOB PURPOSE

The Child Protection Officer has responsibility to work with the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL) undertaking and supporting the activities required by the Safeguarding Team. The role and responsibilities associated are detailed below.

Due to the nature of the role, a degree of flexibility will be required and you will be expected to manage your time in consultation with your Line Manager.

## DESIGNATION OF POST AND POSITION WITHIN THE DEPARTMENT STRUCTURE

The post holder works closely with, and is line managed by, the Designated Safeguarding Lead (DSL) and leads on work in support of students designated as pupil premium.

## MAIN DUTIES AND RESPONSIBILITIES

- Support the Deputy DSL and the DSL to ensure there are policies, procedures, systems, structures, resources in place to promote the welfare and protection of children at King's Academy Easthampstead Park.
- Be a key part of the team for child protection issues in school.
- Actively work jointly with staff, parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Support the Deputy DSL and DSL to ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
- Maintain records of referrals to agencies and relevant student's records in line with statutory requirements.
- Be prepared to be an out of hours contact for external agencies; providing appropriate information to assist with the safeguarding of students.
- Assist with ensuring all staff receive our in-house safeguarding training.
- Be a member of the safeguarding team for referrals in school.
- To assist in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the school.
- To monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
- To promote good practice by encouraging and championing the policies and procedures within the school.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding using agreed school systems.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To support the care of children where their living arrangements are at risk of breakdown (including local authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to KAEP from planning and intervention meetings are successfully carried out and monitored.
- To liaise with colleagues at KAEP to support strategic development, share good practice and plan collaborative activities. Ensure that you keep the Deputy Designated Safeguarding Lead informed of progress.
- To raise awareness of the DSL roles to parents/carers, adults and children.
- Keep abreast of developments in the field of child protection by liaising with the Local Authority, attending relevant training or events and reading relevant bulletins and publications. Ensure that your work is always within statutory guidelines.
- To ensure that KAEP is always presented positively within and beyond the school.
- Work closely with commissioning Children and Families Social Workers, developing links with and utilising resources of the community as part of agreed plans for children.
- 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. This will include negotiating between children, family and commissioning worker to identify the support package required.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm.
- Working closely with colleagues to prevent and address child protection issues and children in need within the school.
- To maintain confidentiality at all times.

- To contribute to service development, including responsibility of the delivery of safeguarding training.
- To have a working knowledge about Early Help and the importance of it.
- Conduct safeguarding home visits or meetings in the community.

## SUPPORTING THE ACADEMY

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

### KAEP

It takes a whole community to raise a child

### KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

## SAFEGUARDING

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection and Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

## HEALTH, SAFETY AND SECURITY

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

## Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

*Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.*

*We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.*

### Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy  
Easthampstead Park

## Person Specification: Child Protection Officer

Key Criteria	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good standard of both spoken and written English.</li> <li>• Minimum of 5 GCSE's or equivalent, including Mathematics and English or equivalent.</li> <li>• Willingness to undertake training to become the school's wellbeing and mental health lead.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant work experience within a school or college environment.</li> <li>• Training or qualification related to working with children.</li> <li>• Using online Child Protection systems such as CPOMs.</li> <li>• Previous training relating to mental health.</li> </ul>
<b>Competence Summary (Knowledge, abilities, skills and experience)</b>	<ul style="list-style-type: none"> <li>• The ability to build and maintain good relationships with parents/carers, children, colleagues and external agencies working/volunteering with children within the organisation.</li> <li>• An interest in the well-being of children and in safeguarding and child protection matters.</li> <li>• A willingness to challenge opinion, where necessary, and to drive the child protection agenda.</li> <li>• Strong listening skills and the ability to deal with sensitive situations with integrity.</li> <li>• The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.</li> <li>• A background involving working with children in difficult circumstances or at risk of exclusion; for example, Social Work, Youth Work, Young Offenders, EWO or work secondment programmes.</li> <li>• Good standard of written and spoken English.</li> <li>• Ability to use ICT to produce reports and spreadsheets in addition to preparing training presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with learning difficulties.</li> <li>• Some knowledge of behaviour management strategies.</li> <li>• Previous use of the Arbor system would be beneficial.</li> <li>• Knowledge of basic first aid.</li> </ul>

<b>Work related personal requirements</b>	<ul style="list-style-type: none"> <li>• It is the responsibility of each employee to carry out their duties in line with both KAEP and Local Authority policies on equality, harassment, racial equality, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies.</li> <li>• Such other duties as may be appropriate to achieve the objectives of the post to assist the fulfilment of its' objectives commensurate with the post holder's salary grade, abilities and aptitudes.</li> <li>• Participating in the school's arrangements for appraisal, professional development and the school's arrangements for quality assurance and internal verification</li> </ul>	
<b>Safeguarding and Child Protection requirements</b>	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	