Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Student Wellbeing and Safeguarding Lead
Summary of the role:	The Student Wellbeing and Safeguarding Lead is a member of the School's Pastoral and Safeguarding Team under the line management of the DHM (Pastoral and co-Curricular), They will support the delivery of pastoral care and wellbeing of the students in the school, liaising with and working alongside the relevant pastoral staff including tutors, Heads of Year, the medical team, the Pastoral Support and Attendance Lead and the School Counsellors. The Student Wellbeing and Safeguarding Lead will be the Deputy Designated Safeguarding Lead (DDSL) and works closely with the DHM (Pastoral and co-Curricular), in their role as Designated Safeguarding Lead, deputising for them as and when required.
Line management responsibility for:	Pastoral Support and Attendance Lead, Counsellors, Students Wellbeing Office Holders
Safeguarding requirements:	• Engage in regulated activity relevant to children • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	• As Deputy Designated Safeguarding Lead, supporting, and deputising for the DSL when required, on all matters relating to the welfare of our students • Keeping up to date with safeguarding and child protection matters through on-going training, conferences and courses • Overall sight and management of CPOMS safeguarding software including adding updates, filing cases, adding team members, setting tasks for other staff and conducting regular data audits • Attending weekly safeguarding meeting with the safeguarding team and taking minutes • Attending TAC/TAF meetings where appropriate • Communicating with outside agencies as required

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	• Writing referrals for students as required • Representing the school at meetings with external agencies as required • Helping to review the Safeguarding and Child Protection policy and other relevant policies • Providing training and advice to students, staff parents and governors as appropriate Pastoral • Participating in the whole-school approach towards mental health and wellbeing • Supporting the identification of students at risk of, or showing signs of, mental ill health • Writing and updating Welfare Plans, Safety Plans and Risk Assessments for students as required • Assisting and establishing good relationships with parents/carers and, where appropriate, encourage active involvement in the development of support plans for their children • Signposting parents and students to relevant help and organisations • Organising break and lunchtime provision for students in the Wellbeing Hub • Working as part of the multi-disciplinary team including the Tutors, Heads of Year, Health Centre • Attending, participating and taking minutes in regular school meetings; pastoral and safeguarding • Working closely with all relevant staff to monitor children's behaviour, relationships, development and happiness throughout the school year • Supporting the induction of new staff on Pastoral Care and Wellbeing • Working with the Attendance Lead to provide supervision/arrangements of students excluded from, or otherwise not working to their normal timetable • Engaging with parents on Pastoral themes including delivering parenting programmes

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Line management duties and responsibilities	• To hold regular meeting with the Pastoral Support and Attendance Lead • To hold weekly meetings with the school counsellors • To meet regularly with the student wellbeing office holders • To carry our annual staff performance reviews

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	**Desirable**	**Method of assessment**
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	*The professional, technical or academic qualifications that the Applicant **must have** to undertake the role or the training that they **must have** received* • GCSE in English and Maths • Post 16 qualification relevant to the post Evidence of recent continuing professional development	*The professional, technical or academic qualifications that the Applicant **would ideally have** to undertake the role or the training that **they should ideally have** received* • Further professional qualifications as relevant to the appointment • Mental Health First Aid • DSL safeguarding training	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	*The categories of work or organisations, types of achievements and activities that would be likely **to predict** success in the role* • Working with children and young people	*The categories of work or organisations, types of achievements and activities that would be likely to **contribute to** success in the role* • Experience of working in a school/College • Experience of writing welfare plans, safety	Contents of the application form Interview Professional references

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	• Working as part of safeguarding a team • Working with multiple agencies and developing co-ordinated working practices	plans and risk assessments for students	
Skills, abilities and competencies	*The skills, abilities and competencies required by the Applicant to perform effectively in the role* • Effective communicator • Good listener • Well organised • IT literate • Motivation to work with children and young people and in school environment • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to form and maintain appropriate relationships with colleagues and staff • An excellent team player	*The skills, abilities and competencies that would **enable** the Applicant to perform effectively in the role* • High level of attention to detail • Willingness to undergo training • Compassion • Diplomacy	• Contents of the application form • Interview • Professional references

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	• Confidence to handle sensitive conversations with absolute discretion • Emotional resilience • Positive attitude to use of authority and maintaining discipline, balanced with finding opportunities to reward and boost confidence • Ability to think on your feet • Ability to adapt quickly to changing circumstances • A good sense of humour • Supportive of the Quaker ethos and principles		
Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role* • Safeguarding policies and procedures	*The knowledge that would **enable** the Applicant to perform effectively in the role* • CPOMS platform • Health and Safety regulations with regards student welfare • ISI regulations	Contents of the application form Interview Professional references

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Attitude and Behaviours	*The attitude and behaviours that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people* • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline	*The attitude and behaviours that would **assist** the Applicant to perform effectively in the role* • • •	• Contents of the application form • Interview • Professional references