

Job Description

Job title: Transitional Safeguarding & the Young Carers Co-ordinator

Main purpose of job:

- to safeguard and protect the children, young people, and staff of Plume Academy
- to safeguard and protect the children transitioning into the academy from their Primary School setting
- to co-ordinate and ensure all Young Carers are identified, supported and promoted within the academy
- to promote positive attitudes by students and families towards education and to ensure parents and carers are aware of statutory responsibilities.

Department: Safeguarding

Location: Plume Academy

Position reports to: Assistant Designated Safeguarding Lead (DSL)

Position is responsible for: Transitional safeguarding and Young Carers

Length of contract: Permanent – 39 weeks (Term Time Only, inset), 24 hours per week (inclusive of 30 minutes unpaid lunch), three days a week 8am – 4pm

Salary: Support Staff Pay Scale, Band 3, Scale 22-25 with actual starting salary of £13,305

Key Responsibilities and Accountabilities

Main Duties:

- refer all cases of suspected abuse to the local authority's children's social care and to the Police in cases where a crime may have been committed
- liaise with the ADSL on issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- to work under the instruction and guidance of the line manager and ADSL
- the ADSL will often delegate the responsibility of various safeguarding matters to the TSL with their input being the actions required of the ADSL
- continue to monitor and manage the system of MyConcern – the academy reporting system for safeguarding
- to work closely with the Campus Lead (AVP), Head of Year and DDSL to ensure that the newly transitioned year group are supported before, during and through their first year at the academy.
- 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 missing in education / becoming looked after and/or suffering significant harm
- keep relevant filing and transition of paperwork from primary up to date and coordinated

- link the paper files from transitioning schools to our academy system for safeguarding MyConcern – creating student profiles to prepare incoming pastoral team
- Transitioning of students not only from Year 6 into 7 but also from Year 11 into 12 as well as post 16 student leavers
- Working collaboratively with DDSL of College and Year 7
- to ensure visits are held with primary feeder schools/academies to ensure a smooth transition of these children
- liaise with primary feeder schools/academies to ensure smooth transition for children who are currently working with multi-agencies
- be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers for those transitioning from primary and share with the relevant stakeholders as required
- encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them
- respond appropriately to disclosures or concerns which relate to the well-being of a child
- maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection for students that are new to the academy
- raise awareness of Plume Academy's Safeguarding
- DDSL positions to be covered in their absence
- work with students of the academy and identify with the support of the DDSL and ADSL to correlate that with Young Carer criteria, if a student should be supported as a Young Carer
- referrals to be made to EYS and AFFC where required
- Working with students on resilience and incorporating the character education values of the academy into the work done with the stakeholders of the academy
- Running and leading on forums for young carers to ensure support is appropriate and timely
- Complete assessments for Young Carers with the Young Carers themselves
- Keep website for Young Carers up to date
- Work towards the Gold Award for Young Carers
- Assemblies to be coordinated to raise the awareness of the Young Carers
- Ensure the Young Carer policy is kept up to date
- Work with attendance team regarding Young Carers and new starters to ensure we maximise support for the stakeholders of the academy
- Young Carer clubs to be led on before, during and after school as deemed appropriate
- Young Carer support and liaising with the Young Carers team to ensure the relevant support is
- support with the indoor and outdoor duties both at break time and lunchtime depending on where required

Accountabilities

- maintain confidentiality at all times and be aware of data protection and the sharing of information
- develop a confidential database of all the young carers in the academy ensuring that we continue to review their status and relevant title of young carers
- Go into the transitional schools and primary feeders to ensure that relevant paperwork and files are handed over in line with our academy's procedures in a timely manner
- Capture and share all the relevant information linked to new starters among the relevant staff that require this information
- adhere to the academy's policies as outline in the staff handbook.



General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education, preferably level 3 and prior knowledge of safeguarding	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives		✓
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area		✓
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safeguarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	