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| **Job Title** | Safeguarding Coordinator |
| **Reports to** | Director of Safeguarding |

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| **Job Purpose** |
| As Safeguarding Coordinator you will work alongside the school’s Director of Safeguarding. You will support the Director with active casework, keep meticulous records, track trends and suggest improvements with the aim of continually enhancing the school’s approach to safeguarding. You will have particular responsibility for managing the safeguarding training process for staff, ensuring that all Eton staff receive regular and appropriate safeguarding training. You will also operate as one of the school’s Deputy Designated Safeguarding Leads (DDSL).  Due to the needs of the role, occasional weekend and evening work will be required so as to ensure the school discharges our safeguarding requirements appropriately. |

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| **Key Tasks and Responsibilities** |
| * Working with the Director of Safeguarding and Head Master regarding safeguarding referrals to, for example, the Police, LADO, Children’s Social Care, CAMHS, etc. * Maintaining high quality safeguarding records, and assisting with the preparation of reports and production of management information to inform future practice. This includes keeping detailed logs of safeguarding cases (whether referred to other agencies or not) and proactively tracking trends. * Documenting the ongoing support, management and progress of pupils of concern including, but not limited to, any child looked after by the Local Authority or otherwise subject to child protection plans. * Keeping abreast of changes in statutory and regulatory safeguarding requirements (liaising with the school’s Head of Compliance), and advising the Director of Safeguarding accordingly. * Regularly reviewing current safeguarding policies, practices and processes and advising on improvements, including improvements to safeguarding management systems and their use. * Ensuring the school’s safeguarding and support mechanisms (e.g. policies, tutorials, medical and counselling provision etc.) are appropriately promoted, publicised and understood by pupils, staff and parents. * Liaising with and sharing relevant safeguarding information with appropriate members of staff (e.g. House Masters, Dames, teaching staff, medical staff and counselling staff) so as to advise on safeguarding and welfare cases. * Building your personal knowledge and understanding of, and developing supportive and effective working relationships with, local and community resources and statutory services, so that you are best able to deliver outcomes in the best interests of pupils and the school. These services include: Mental Health Teams, Children’s Services, LADO, NHS, Police, CAMHS, Local Safeguarding Children’s Partnerships, privately commissionable services and voluntary services. * Undertaking the duties of a Deputy Designated Safeguarding Lead (DDSL). This includes overseeing and responding to digital safeguarding alerts generated by members of the Eton community or by the school network’s firewall as part of a rota with the DSL and other DDSLs, attending DSL meetings, and any other reasonable tasks as required. * Assisting the DSL with the delivery of safeguarding training to Eton staff, and ensuring that all new staff undertake essential safeguarding training as part of their induction. * Taking responsibility for the organisation of all safeguarding and related CPD training and record keeping (including sending invitations and reminders to staff and the retention of documentary evidence where required). This will involve working closely with the HR team and relevant Heads of Department. * Assisting the Director of Welfare to deliver and/or arrange training and refreshers in e-safety, mental health issues, eating disorders and self-harm, etc. * Liaising with the Communications Manager to ensure that the safeguarding pages on the school’s website, parent portal and intranet are kept up to date as regulations, policies and practice develop. * Assisting the Director of Safeguarding with the production of regular Safeguarding Bulletins for staff, pupils and parents, including identifying initiatives and drawing attention to key issues in pupil welfare. * Assisting the Director of Safeguarding with the preparation of regular safeguarding reports, and the annual safeguarding report, for the school’s governing body, the Provost and Fellows. * Attending regular meetings with the Safeguarding Governor (currently the Provost), preparing the documentation for these meetings and taking minutes. * Any other tasks as reasonably requested. |

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| **Skills and Competencies** |
| To be successful in this role, you will need to be able to demonstrate the following:   * Knowledge of the legal and procedural framework relating to safeguarding, including the roles and responsibilities of services and engaging with them. Previous experience of working with the LADO and the police would be an advantage. * Prior experience of working within a similar safeguarding role, or within Children’s Services, combined with knowledge of the current ISI/Ofsted inspection regime. * Excellent IT skills, particularly with the use of Microsoft Word, Excel and PowerPoint. * Demonstrable experience of creating and confidently delivering engaging presentations. * Previous experience of keeping accurate, detailed, records and writing concise reports. * High levels of literacy and numeracy, ideally with a grade C or above in English and Mathematics. * Previous experience of designing and delivering training interventions would be advantageous.   In addition to your experience, you may enjoy this role if you possess:   * Exceptional interpersonal and communication skills, with the demonstrable ability to flex your style to work with, and meet, the needs of a variety of different groups. * The ability to juggle competing tasks, to organise your time and to prioritise effectively so nothing slips through the cracks. * Flexibility, a ‘can-do’ attitude, and the desire to work within a fast paced role with quickly changing priorities. * A high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism. * Excellent team-working skills which embody proactivity, enthusiasm and a hands-on approach. * Optimism and emotional resilience combined with an understanding that you may be involved with potentially distressing situations in the course of your work. * The ability to actively reflect on your own practice, and the willingness to undertake training and take on board advice and constructive feedback. * Cultural awareness combined with a highly personable attitude and empathy. |

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| **Working Pattern** |
| * Your working hours will normally be 35 hours per week, Monday to Friday, however some out-of-hours and weekend work will be required in order to deliver the safeguarding activities of the school. * The role works 50 weeks per year (i.e. during both term and non-term periods). * You are entitled to 21 days annual leave, plus bank holidays. Annual leave must normally be taken during non-term periods. * If a bank holiday falls during term time, this is considered a normal working day, and you will be given a day’s holiday in lieu. |