



## HOLY TRINITY CATHOLIC SCHOOL

"Learn to Love, Love to Learn"

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Head Teacher: Mr Colin Crehan



## JOB DESCRIPTION

### Safeguarding, Early Help and Pastoral Manager

*Holy Trinity Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.*

**Post Purpose:** To work under the direction and instruction of the Lead DSL/Deputy Head

**Salary:** Salary Range: Grade 4 – Point 23 (£33,336) – Point 31 (£40,476)

**Liaising with:** Lead DSL/DSL's/Heads of Year/SENCo

#### **Duties and Responsibilities to include:**

- Act as the school's Safeguarding Lead, ensuring full compliance with statutory safeguarding and child protection responsibilities.
- Support Lead DSL to maintain and develop safeguarding policies and procedures, ensuring that all staff are well-trained and confident in their responsibilities.
- Support the Lead DSL for safeguarding matters, liaising with external agencies such as social services, CAMHS, West Midlands Police & the local authority/Early Help.
- Support the Lead DSL to enhance and guard a safeguarding culture where early identification of concerns is embedded, and intervention strategies are seamlessly integrated across pastoral and academic structures.
- Develop strong, positive relationships with colleagues in order to develop and share best practice.
- Produce reports for the DSL to analyse patterns, trends and spot emerging issues.

- Support the DSL to refer cases of suspected abuse and neglect to the local authority children's social care and support staff who make referrals to the local authority children's social care.
- Support the DSL to refer cases to the police where a crime may have been committed.
- Report any safeguarding concerns immediately to the Lead DSL
- Be a point of contact for agency notifications.
- Keep information confidential and store it securely.
- Ensure clear and comprehensive summary of the concern, actions taken and outcome.
- Undertake home visits if/when required.
- Be prepared to undertake any necessary training/lead on staff training if/when required.

#### **Whole school duties and responsibilities**

- Play a lead role in supporting the catholic ethos of the school.
- Commitment and contribution to the co-curricular programme.
- Participate in school meetings and lead if and when required.
- Engage fully in the school's appraisal process to fulfil personal potential.
- Manage your own workload and that of others to allow appropriate balance.
- Manage and maintain an effective quality assurance process.
- To be responsible for promoting and safeguarding the welfare of scholars and for raising any concerns in line with Academy procedures.
- To be responsible for promoting equality and diversity in line with Academy policies and procedures.

• **PERSON SPECIFICATION**

	Criteria	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE or equivalent</li> </ul>	AF
Relevant Experience	<ul style="list-style-type: none"> <li>Experience of working in a school/ educational setting.</li> <li>Experience of working within safeguarding/early help environments</li> <li>Working constructively as part of a team</li> </ul>	AF  AF/ I  AF/ I
Skills and abilities	<ul style="list-style-type: none"> <li>Ability to organise and prioritise workloads</li> <li>Core ICT Skills involving spreadsheets and costings</li> <li>Flexible approach in a changing environment</li> <li>Maintain robust, accurate and timely records on school system</li> </ul>	AF/ I  AF/ I  AF/ I  AF/I
Other	<ul style="list-style-type: none"> <li>Excellent attendance and punctuality</li> <li>Willing to undertake appropriate training</li> <li>Friendly and approachable – enjoys working with young people</li> </ul>	AF/I  AF/ I  AF/ I

Key to method of assessment

AF = Information provided on application form and supporting statement

I = Interview