



**Diocese of Northampton - Duns Scotus Trust**  
A registered charitable Company limited by guarantee (number 10435919)  
Address: St. Joseph's Catholic High School, Shaggy Calf Lane, Slough, Berkshire,  
SL2 5HW



## **St. Ethelbert's Catholic Primary School and Nursery**

*'Learning, achieving and growing together with Jesus'*  
Headteacher: Mrs F. Maynard

Wexham Road, Slough, Berkshire SL2 5QR  
Telephone: 01753 522048 Fax: 01753 552613  
[post@stethelberts.slough.sch.uk](mailto:post@stethelberts.slough.sch.uk)

### **Safeguarding and Well-Being Officer** **Level 5: Scale Point 23 – 29 (London fringe allowance)** **37 hours per week, Term time plus 5 INSET days** **Actual salary pro-rata £19,374.89 to £23,470.01 (FTE £22,601 to £27,378)**

The Academy Committee of St. Ethelbert's Catholic Primary School are seeking to appoint a motivated, organised and pro-active Safeguarding and Well-Being Officer to join our happy and successful team. St. Ethelbert's is a two-form entry primary school located in Wexham, Slough. In our January 2015 Ofsted report, we were judged "good" overall as well as "good" in all five categories. The report acknowledges that we are in "a strong position to continue to improve further".

We are looking for a Safeguarding and Well Being Officer who ensures the safety and well-being of our pupils.

#### **Summary of responsibilities include:**

- Working alongside the SLT, ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at St Ethelbert's Catholic Primary School and support vulnerable families.
- Activity work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children.
- To promote and implement the school's Behaviour for Learning Policy.
- To support the Wellbeing and Attendance Officer in maximising attendance of pupils.
- To liaise with teachers, LSAs and parents to ensure the safety and well-being of our pupils, including informing parents of any concerns and action taken with support from the SLT where appropriate.
- To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.
- Support children manage behavior, make positive choices and resolve conflict in line with school policy.
- Maintain accurate records and documentation relating to safeguarding and behavior in accordance with school policies
- To promote the Catholic ethos of the school.

#### **Applications**

- Visits to the school are welcomed. Please telephone or email the School Office [post@stethelberts.slough.sch.uk](mailto:post@stethelberts.slough.sch.uk), to arrange a visit.
- Application forms, job descriptions and person specifications can be downloaded from the school website ([www.stethelberts.slough.sch.uk](http://www.stethelberts.slough.sch.uk)). Completed applications should be emailed to the school at [post@stethelberts.slough.sch.uk](mailto:post@stethelberts.slough.sch.uk)
  - The closing date for applications is Friday 4<sup>th</sup> January 2019
  - Interviews will be held the week commencing Monday 7<sup>th</sup> January 2019



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## **Safeguarding and Well-Being Officer**

### **Job Description**

#### **Main Duties and Responsibilities**

##### **Child Protection and Safeguarding**

- To implement St Ethelbert's Catholic Primary School /DFE child protection policy and procedures including procedures for reporting and referring safeguarding concerns.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- 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.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, to act as lead professional and co-ordinate Team Around the Child/Family meetings.
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to St Ethelbert's from planning and interventions meetings are successfully carried out and monitored.
- To collate and produce statistical information with regards to safeguarding and pupil groups.
- To work with identified pupil premium group pupils and their families to narrow the attainment gap.
- To plan and assist on safeguarding training within school.

##### **Behaviour and Well-Being**

- To promote positive behavior for learning throughout the school in line with the school's Behaviour for Learning Policy.
- To monitor patterns of behavior across cohorts.
- To investigate and resolve any behavior incidents (typically Step 4 or Fast Track incidents), referring more serious concerns to appropriate member of SLT.
- To ensure that the investigation is carried out thoroughly and the key points/actions are documented in accordance with the schools Behaviour for Learning policy.
- Ensure minor behavior incidents are resolved in accordance with school policy and that staff concerned (e.g. class teacher/LSA) and parents are informed of the outcomes.
- Where more serious incidents have been referred to a member of the SLT, ensure that the SLT has documentation which outlines the key concerns and the outcomes of any

investigation of an incident, to enable the SLT member to make a decision regarding sanction in line with our school policy.

- Meet with parents to inform them any incidents or concerns regarding behavior, with support from a member of the SLT where appropriate.
- Work with SMSAs and LSAs to promote positive and safe behavior at playtimes and lunchtimes.
- Where appropriate run nurture groups/mentoring for vulnerable pupils in order to remove barriers to learning.

### **Attendance**

- To assist the Welfare and Attendance Officer in monitoring attendance on a whole school, cohort, class and individual/family basis identifying pupils who are “at risk” as well as any patterns of absence/lateness.
- To support the Welfare and Attendance Officer in devising and implementing intervention strategies to address poor attendance and to implement strategies to celebrate excellent attendance.
- To ensure the Welfare and Attendance Officer and relevant staff are fully informed and have upto date records of pupil collection arrangements based on a court order or other CP issues.

### **Family Support and information**

- To work with parents in a school context to support them and build their engagement with their child’s learning (e.g. giving practical advice how to support at home).
- To support parents by helping them improve their parenting skills, for example, by running basic parenting classes and providing appropriate information on where additional support can be obtained, included referrals to outside agencies or organisations.
- To promote high-quality parenting at home, such as by encouraging and promoting positive strategies to support behaviour and well-being (e.g. bedtimes, rewards, advice around access to online gaming/internet/social media, friendships, issues related to eating etc.)
- To support parents of children with early signs of social, emotional, health or behavioural issues and together with school staff and other support agencies put in place strategies to support these pupils to ensure they can engage effectively in their learning and wider life of the school.
- To provide impartial information to parents about relevant local services available to children and families including those provided by education, social care, childcare providers, the voluntary sectors and others.
- In partnership with parents, identify the need for support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with issues arising.
- To support parents feel confident to engage with their child’s learning by facilitating and arranging family learning opportunities at the school, such as English for speakers of other languages (ESOL), family literacy and numeracy and computing classes.

### **Accountabilities**

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague’s in Children’s Services as required, some of which may take place out of normal working hours.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedure for children in need and significant harm. Taking the lead responsibility to co-ordinate the multi-agency approach to prevent and address child protection issues and children in need within St Ethelbert’s.
- Ensure all documentation is accurate and filed appropriately using agreed school systems
- To maintain confidentiality at all times.
- To liaise and co-ordinate with colleagues and outside organisations regarding the Common Assessment Framework and to co-ordinate and monitor all referrals and recommendations with the academy.

- From referrals, develop a register of students who are “At Risk” or have child protection plans.
- To adhere to the Schools policies as outline in the staff handbook and Code of Conduct.

*The Job Description and allocation of particular responsibilities are as seen at the moment. The Head Teacher may vary the duties from time to time, after discussion with you, without changing their general character or level of responsibility but in any case they will be reviewed during the school Appraisal cycle, where appropriate targets are set in accordance with the school’s Appraisal Policy.*