



ASPIRE, BELIEVE, SUCCEED

Nailsea School, Mizzymead Road, Nailsea, North Somerset BS48 2HN

www.nailseaschool.com

Safeguarding and Wellbeing Officer

Grade/Salary JG5 (range of 22-26) Actual Salary £18,283

37hrs per week - term-time plus 3 INSET days

Overall Job Purpose:

To work with Pastoral and Wellbeing Manager, the pastoral team and the Assistant Head teacher (Behaviour and Wellbeing) sharing responsibility for safeguarding and child protection across the school. The successful candidate will be trained or will attend Level 2 Safeguarding Training.

To act as the named administrative lead for Safeguard My School – our software package that records any safeguarding concerns.

To take part in strategy discussions/inter-agency meetings and contribute to the assessment of children. This will also include advising and supporting other members of staff on child welfare and child protection matters.

To be First Aid trained (Training will be offered to enable this to be the case if the qualification is not already held by the successful candidate)

Main Responsibilities:

- To provide care, support and advice to students across all key stages to improve their social and emotional development and wellbeing.
- To intervene with personal issues that are affecting students' performance and advise senior and middle leaders on appropriate action.
- To be the first point of contact and liaison between families and other children's agencies, such as social services or child health where appropriate, supporting students with integration issues within the wider school environment.
- To carry out the role, as the lead non teaching member of staff within the Safeguarding Team, with a high degree of professionalism and integrity.
- To act as the named administrative lead on Safeguard my School, ensuring high quality records are kept and information is shared appropriately and in a timely fashion in line with guidance, including the preparation of written reports when required.
- To be an excellent role model for students.
- To develop a relationship with students, which is professional, firm, fair, caring and friendly.
- To ensure all communication with parents/carers is accurate and timely.
- To assist with the organisation of Parents' Evenings / Open Evenings and other calendared events (such as transition projects, and Year 6 taster days)

We can offer you:

- The opportunity to work supportive and driven colleagues
- CPD opportunities through a personalised programme and as part of a Teaching School Alliance
- Time to develop wider leadership skills across the school

Nailsea School is committed to safeguarding and promoting the welfare of children and all appointments will be subject to an enhanced DBS check, medical questionnaire and satisfactory references.

Application Process

Please click '**Apply Now**' and once fully completed, please submit your application.

******Please note, we will NOT consider applications unless they are fully completed with an in depth supportive statement. Enquiries and information are available to all potential candidates; please see below******

For further details and relevant application form please visit our website:

www.nailseaschool.com

If you have any questions or queries please contact Lorraine Coombs, Assistant Business Manager, HR, on 01275 866799

Closing date for receipt of applications: Friday 30th July 2021

*Proposed interview date: **Wk comm 2nd August***