

**The Greater Manchester Education Trust  
Levenshulme High School**

**Job Description  
Child Protection Officer  
Grade 6**

The post holder will report operationally to the Co-Headteachers and Designated Safeguarding Lead and Deputy Designated Safeguarding Lead.

The main contacts of the job are pupils, external agencies, school Governors, teachers, school staff, senior officers with City Council, elected members, staff within Multi-agency teams, regional/national agencies, local forums, employers, professional associations and parents/carers.

**Main purpose of the role:**

To oversee all vulnerable pupils including those who are CLA, on a child protection plan, are a child in need or have other vulnerabilities in ensuring appropriate support and guidance is in place.

To facilitate collaborative single or multi-agency working to ensure pupils have secure educational settings, are school-ready and are stable or, where possible, moving towards universal provision.

To work collaboratively with parents/carers and agencies to ensure that there are smooth transition processes for all pupils and appropriate progress and achievement by vulnerable pupils. Attend meetings and working with external agencies.

**Main Duties:**

1. To be fully conversant with statutory requirements and Safeguarding procedures relevant to the needs of pupils, and to provide advice about these to a range of stakeholders.
2. To monitor the Child Protection systems in place and to record all information on CPOMS, to support pupils and report these to the senior designated person for Child Protection.
3. To facilitate the provision of and access to support for pupils from the most appropriate specialist multi-agency resources in the City Council using appropriate tools and processes, including the Early Help Framework.
4. To be the first point of contact for LAC students and their carers, attending meetings and liaising with outside agencies.
5. To be the Child Protection Officer and manage all case work, attending meetings and liaising with outside agencies, including the Police, Social Services and other schools.
6. To have the ability to effectively present information to senior leaders, governors and other staff at the school.
7. To manage, input data and provide weekly updates to relevant staff on cases under his/her management.
8. To be an effective communicator, who can prioritise and feedback information to staff as necessary.

9. To liaise with parents and carers as appropriate, establishing and maintaining good relationships in order to ensure that they are kept fully informed of students' needs and progress.
10. To assist the Office Site Alternative Provision Manager in the overseeing of the management of suitable support packages for students' reintegration to school following a period of time at the Hive.
11. To ensure that student files are kept up to date with all documentation and correspondence files within seven days.
12. To work as part of a team to support vulnerable students in school.
13. Undertake particular pieces of targeted parenting work within homes and at school.
14. Provide support to all vulnerable pupils .
15. Participate in internal and cross-organisational working groups as appropriate for exchange of information and best practice.
16. To undertake first aid training and to be part of the first aid rota where necessary.
17. To have a full, clean driving licence with business insurance, so that students can periodically be transported when accompanied by another member of staff.
18. To have the flexibility to carry out duties commensurate with the role on the request of the Headteacher.
19. To play a full part in the life of the school community, supporting the school mission, ethos and principles.
20. To promote actively the school's policies
21. To comply with the school's Health and Safety Policy
22. To continue personal professional development
23. To undertake any other duty as specified in the STPC document not mentioned in the above
24. To comply with any reasonable request from the Head teacher to undertake work of a similar level that is not specified in this job description.
25. General tasks vary from time to time to take account of the changing nature of the school and the demands placed upon it. Such changes are normal parts of the post and as such do not constitute a change to the general job description.
26. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
27. Employees are expected to set a good example in terms of dress punctuality and attendance.
28. Employees must uphold the school's behaviour code and uniform regulations.

29. The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
  
30. This job description is current at the date shown, but following consultation with you, may be changed by the Co Headteacher to reflect or anticipate changes which are commensurate with the salary and job title.

