BISHOP WORDSWORTH'S GRAMMAR SCHOOL	
Job Description - Subject to Bishop Wordsworth's School's Contract of Employment.	
• **Title of Post:**	**Safeguarding and Vulnerable Pupils Support Officer**
• Salary:	Bishop Wordsworth's School Scale F - G
• Hours:	Full or part Time
• Postholder:	
The Postholder is immediately responsible to the Designated Safeguarding Lead and through them, the Bursar.	
Purpose:	
To support the DSL in maintaining effective safeguarding provision across the school and to coordinate targeted support for pupils with additional or complex vulnerabilities, including safeguarding, attendance, behaviour, medical and family needs. The postholder will undertake the responsibilities of a Deputy DSL, the role will combine operational safeguarding with vulnerable-pupil casework and intervention, working closely with the pastoral team, SENDCo, Attendance Officer and external agencies.	
Allocation of Time:	
Some of the duties are of a seasonal or cyclical nature and, as such, will occupy the Postholder during certain times of the year but not others. Accordingly, the Postholder must ensure that at any time the balance of effort and priority of task are appropriately aligned and will work closely with those to whom he/she is responsible. Other tasks will be ongoing and all will require use of ICT including Bromcom and CPOMS.	
Contacts:	
The role involves frequent contact with the Heads of Year, the Pastoral Support Officers, SENDCo, LSA, Attendance Officer, Admissions Registrar, Reception staff, Exams Officer, Site Team, Careers Advisor, Timetabler, Student Information Officer, School Shop staff, Special Needs staff, parents/guardians and prospective parents/guardians, staff in local schools, Admissions Staff at Wiltshire Council, and occasionally staff from outside agencies.	
Key Responsibilities:	
Safeguarding and Deputy DSL responsibilities • Undertake duties delegated by the DSL in accordance with statutory guidance and school procedures, acting as a safeguarding point of contact when the DSL is unavailable. • Work independently and exercise sound professional judgement in managing safeguarding matters, whilst maintaining open, transparent and timely communication with the DSL, ensuring they are fully informed of all safeguarding concerns, decisions, actions taken and ongoing developments, so that the DSL retains effective oversight of safeguarding across the school. • Monitor and triage safeguarding concerns, ensuring appropriate action, escalation and follow-up. • Oversee the quality, accuracy and timeliness of CPOMS records, including categorisation, alerts, outstanding actions and identification of emerging patterns. • Support safeguarding referrals, chronologies, multi-agency meetings and associated administration. • Coordinate the secure transfer of safeguarding information when pupils join or leave the school. • Support staff with safeguarding procedures and recording; • Coordinate and deliver safeguarding induction for new staff, supply staff, volunteers, visitors and other relevant adults, ensuring that information is appropriate to their role, completion is recorded and safeguarding procedures are clearly understood.	

- Maintain oversight of identified vulnerable pupils, ensuring appropriate monitoring and review of concerns.
- Maintain the confidentiality of sensitive information relating to pupils, staff, families and the School, sharing it only with authorised people and in accordance with School policies and data protection requirements.

Vulnerable-pupil casework and intervention

- Coordinate targeted support for pupils with complex or persistent needs, working alongside Pastoral Support Officers, Heads of Year and School, the SENDCo and other relevant staff.
- Provide individual pastoral support for identified students, including regular check-ins, agreed interventions and liaison with families and external agencies.
- Coordinate the school's key-worker provision, including allocation, monitoring and review, and act as a key worker where appropriate.
- Maintain and review relevant pupil documentation in conjunction with appropriate staff, including Individual Learning Plans (ILPs), behaviour support plans and risk assessments.
- Support identified vulnerable pupils through significant transitions and reintegration into school.

Individual attendance, behaviour and family support

- Provide targeted intervention for pupils with persistent or severe absence, working alongside the Attendance Officer.
- Support pupils whose behaviour, attendance or engagement indicates wider pastoral or safeguarding needs.
- Liaise with families, coordinate agreed support and contribute to Early Help/Family Help processes.
- Undertake planned home visits where appropriate, in accordance with school procedures.

Medical and additional pupil support

- Coordinate the preparation, maintenance and review of Individual Healthcare Plans (IHPs), working with families, school staff and healthcare professionals.
- Support pupils with medical needs, including maintaining appropriate records and first-aid supplies.
- Ensure relevant staff receive appropriate information about pupils' medical needs.

Professional Conduct and Safeguarding:

- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives.
- Promote and safeguard the welfare of children and young people in accordance with school policy and statutory guidance.
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the School.
- Work within all school policies, procedures and codes of conduct.
- Set an example of professionalism, reliability and integrity.
- Comply with the school's safeguarding policies and procedures at all times and attend safeguarding training as required.
- Report any concerns regarding the safety or welfare of pupils in accordance with school procedures.
- Maintain appropriate professional boundaries at all times.
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role.
- Participate in key school events such as 11+ testing day where required.
- Ensure compliance with all BWS policies, procedures and regulations and assist in the making and implementation of key decisions.
- Give notice of any absence in line with the BWS's Absence Management Policy.
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination.
- Work within any legislation to which the school is bound by law.
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students.
- Manage a sustainable work life balance and seek support if issues in this area arise.
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures.

• Participate in the School's system of Appraisals.
Extra-Curricular Activities:
To contribute to the School's extra-curricular activity programme so as to encourage team working, corporate identity and spirit and enhance opportunities for the students. This is a non-contractual area where staff participation is entirely a matter of discretion and goodwill. However, such involvement carries important reciprocal benefits – for pupils and the development of the School's ethos but also for the professional development of the colleague concerned.
In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
This job description shall be subject to (at least) annual review, and any changes shall be determined by consultation between the Postholder and the Headteacher or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date		Signed (Postholder)	
Date		Signed (Headteacher)	