

JOB PROFILE	
<b>Company:</b>	Italia Conti Academy of Theatre Arts
<b>Department:</b>	Safeguarding & Welfare
<b>Role:</b>	Deputy Safeguarding & Welfare Officer
<b>Reporting to:</b>	Designated Safeguarding Lead
<b>Direct reports:</b>	
<b>Location:</b>	Barbican initially, with a move to Woking in time for September 2021. Please see the 'Relocation' section of our website for details.

ROLE SUMMARY
<p>The Deputy Safeguarding &amp; Welfare Officer will work closely with our Designated Safeguarding Lead in running the welfare and safeguarding provision for pupils and students at our Barbican site. In addition to providing pastoral care and support, the role encompasses helping to ensure Italia Conti fulfils its statutory requirements, helping to ensure a culture of safeguarding is maintained organisation-wide and that staff are aware of their duties and responsibilities in relation to keeping our students and pupils safe.</p> <p>Welfare and safeguarding provision is needed throughout our hours of operation, from 8.00am-6.30pm with occasional evenings, as required. The postholder will be expected to work on a rota basis with the Designated Safeguarding Lead to ensure the office is staffed throughout these hours during term-time.</p>

KEY ACTIVITIES
<ul style="list-style-type: none"> <li>• Ensuring all staff are aware of how to raise a safeguarding concern and are aware of key indicators of child abuse and neglect, deputising for the Designated Safeguarding Lead where appropriate.</li> <li>• In partnership with the Designated Safeguarding Lead, acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.</li> <li>• Working with our Designated Safeguarding Lead to operate 'drop in' sessions to provide welfare support to students during term-time.</li> <li>• Maintaining accurate and secure child protection records.</li> <li>• Proactively looking out for cases of concern, following these up appropriately and referring significant concerns on to the Local Area Designated Officer and Islington Child Protection Team, where appropriate, in partnership with the Designated Safeguarding Lead.</li> <li>• Ensuring cases of concern are appropriately referred to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or Police (cases where a crime may have been committed), in partnership with the Designated Safeguarding Lead.</li> <li>• Monitoring children who are the subject of child protection plans.</li> <li>• Ensuring key staff and tutors are aware of students going through difficulties, where appropriate, so that support is targeted and thoroughgoing.</li> </ul>

- In partnership with the Designated Safeguarding Lead, ensuring that Italia Conti's policies are known and used appropriately, including raising awareness of the Child Protection Policy amongst parents and staff and that parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.
- Liaising with the Senior Leadership Team where there are issues of particular concern, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Attending relevant departmental meetings.
- Keeping up-to-date with developments in the field of child protection and safeguarding and undertaking training at least every 2 years to maintain currency on areas such as:
  - Understanding the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
  - Maintaining a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
  - Ensuring each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.
  - Being alert to the specific needs of children in need, those with special educational needs and young carers.
  - Being able to keep detailed, accurate, secure written records of concerns and referrals.
  - Obtaining access to resources and attending any relevant or refresher training courses.
  - Encouraging a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.
- Taking forward initiatives to improve and enhance the student experience at Italia Conti.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> <li>• Educated to 'A'-level or equivalent.</li> <li>• Evidence of continuing professional development, particularly in relation to child protection and safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification in social work, youth work or mental health.</li> <li>• A current First Aid certificate.</li> <li>• Qualification in a relevant performing arts discipline – or a keen interest in this area.</li> </ul>

<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills and an open and collaborative style.</li> <li>• Knowledge and experience of safeguarding policies and procedures, including 'Keeping Children Safe in Education'.</li> <li>• Excellent interpersonal skills with the ability to build relationships at all levels of the organisation so as to help ensure safeguarding and welfare is embedded organisation-wide.</li> <li>• Accurate note-taking and record-keeping skills and a high level of organisation.</li> <li>• Personal integrity and high standards for self and others.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous demonstrable commitment to working with young people in the provision of pastoral care and support.</li> <li>• Experience of providing a welfare and safeguarding service in an education setting.</li> <li>• Experience of administration and record-keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a performing arts or creative environment.</li> </ul>
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from the Academy's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel between other Italia Conti sites within London and across the UK.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		