



**Cambourne Village College**

An Academy of



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## **Safeguarding / Medical Room Assistant**

**Required as soon as possible**

**Salary:** NJC Scale 4 point 7 £19,554 FTE (range 7 to 11)

pro rata salary paid for 44.28 weeks

**Hours of work:** 25 per week, 9.00 – 14.30, term time plus 5 training

days (39 weeks per year)

**Contract:** Permanent

The College is seeking to appoint a Safeguarding Assistant to be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for any pupils who self-refer. The post holder will work as part of the Safeguarding team and ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people. The postholder will also work in the school Medical Room, providing cover in the absence of the school nurse, and providing first-aid cover as required. Experience in safeguarding and first-aid is preferred, but full training will be provided for the right candidate.

To apply for this vacancy and to see the job description and person specification please access our website: [www.cambournevc.org/vacancies](http://www.cambournevc.org/vacancies)

*Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.*

**Closing date: Noon on Wednesday 20 November 2019**

***The school reserves the right to interview shortlisted candidates during the application window (if applicable).***

## **Job Description**

### **Safeguarding and Medical Room Assistant**

Created November 2019.

**Salary: NJC Scale 4 point 7 £19,554 FTE (range 7 to 11)**

**Hours of work:** 25 hours per week, 9.00- 14.30. 39 weeks per year (term time and training days).

**Contract:** Permanent

#### **Line of Responsibility**

The Safeguarding Assistant is directly responsible to the Lead Designated Person for Child Protection.

#### **Strategic Purpose**

##### **Safeguarding:**

To be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for the pupils who self-refer.

To ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people.

##### **Medical Room:**

To cover the school medical room in the absence of the school nurse, dealing with pupils who come to the medical room, and providing emergency first aid wherever and as required.

#### **Operational Responsibilities**

##### **Safeguarding: The post-holder will:**

- Work as part of the Safeguarding Team; reporting directly to the Lead Designated Person for Child Protection
- Attend team meetings
- Undertake appropriate Child Protection training every two years in order to understand the local assessment processes for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Early Help Assessments
- Respond to Logs of Concern
- Monitor pupils who are the subject of Child Protection plans.
- Be alert to the specific needs of vulnerable children, those with SEN and young carers.

- Refer all cases of suspected child abuse to the local authority (LA) children's social care department and any other relevant outside body.
- Communicate with professionals, and parents and carers
- Attend Child Protection conferences, planning and review meetings as required.
- Share information appropriately
- Respect confidentiality
- Maintain accurate and secure Child Protection records, (including transfer of files to other schools and archiving)
- Carry out basic Child Protection training for staff as needed
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings.

#### **Medical Room: in the absence of the school Nurse:**

- Deal with medical concerns of pupils who present themselves at the medical room
- Provide routine medical care and emergency first aid
- Administer prescribed medicines as required
- Contact parents as required
- Contact medical services, including emergency services, as required.
- Maintain clear records of all interactions and treatment given.

#### **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder will uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the college's performance management scheme.

### Safeguarding Assistant – Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Experience of working with children, young people, parents/carers/families within the field of education.</li> <li>• Experience of delivering support to both children and adults.</li> <li>• Experience of working with multiple agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent DfE approved training in Child Safeguarding issues.</li> <li>• Either a teaching qualification or higher level support staff qualification.</li> <li>• Certificate or award in safeguarding and protecting children and young people eg level 2 AoFAQ.</li> <li>• First Aid at Work 3 day certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• The skills and ability to identify signs of abuse.</li> <li>• Ability to build and form good relationships with children, young people, parents/carers, colleagues and other professionals.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with children, young people,</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of current legislation, guidance and policy in the area of child protection and safeguarding.</li> <li>• Knowledge of locally available support services.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>

Essential	Desirable	Evidence
<p>parents/carers, colleagues and other professionals.</p> <ul style="list-style-type: none"> <li>• A good understanding of issues and problems impacting on families experiencing a range of difficulties.</li> <li>• Ability to maintain and develop accurate and effective records and other systems.</li> <li>• Knowledge of the respective roles and responsibilities of schools, governing boards, staff, parents and the external agencies in respect of Child Protection and Safeguarding.</li> </ul>		
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Commitment to the highest standards of Child Protection.</li> <li>• Ability to deal with sensitive issues and understanding of the need for confidentiality.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation and detail.</li> <li>• Excellent listening skills and an empathic approach.</li> <li>• Excellent record-keeping skills and the ability to write detailed reports.</li> <li>• Emotionally resilient</li> <li>• Practical approach to first aid issues, e.g. confident to deal with injuries and bodily fluids</li> </ul>		<p>Application form</p> <p>Interview</p> <p>References</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"><li>• Calm in critical situations</li><li>• Commitment to the school's ethos, aims and its whole community.</li></ul>		