

JOB DESCRIPTION



SCHOOL: St. Paul's CE Primary School Heathside Grove

JOB DETAILS:

Job Title: Children & Families Officer

Grade: 3C (New SCP Pt 28 – 31) of the National Salary Scale

Directly responsible to: Headteacher

Hours of Duty: 36 hours per week (term time only) + 5 days

Primary Purpose of Job:

To support the Headteacher and the Senior Leadership Team in leading a range of Programmes, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential. To attend Senior Leadership Team meetings as and when required.

Responsibilities/Accountabilities:

Safeguarding

- To be the named school DSL in conjunction with the Headteacher
- The post holder must be aware of child protection issues and the need for confidentiality.
- To be aware of and comply with policies and procedures relating to Child Protection, behavior management, health and safety, security, confidentiality and data protection.
- To implement and ensure child protection procedures and processes are followed across the school.
- To take a lead role in developing and implementing whole school safeguarding policies including being a named person for Safeguarding, including completion and overseeing of chronology and incident logs (CPOMS).
- To ensure that all new staff receive the safeguarding training/are aware of school safeguarding procedures as part of their induction.
- To ensure the school's Safeguarding Procedures file is maintained and kept up to date.
- Attend Strategy Meetings, Child Protection Conferences, Core Group Meetings, Child in Need and Team Around the Child meetings and ensure reports are prepared in advance and submitted on a timely basis.
- To be the school's CAF (FA) champion taking a lead role in co-coordinating 'Team around the child/family' meetings, working with school staff, SENCo, Families and external agencies.
- To develop 1:1 supportive relationships with children and families needing particular support, where necessary, aimed at achieving the actions identified in the CAF.
- To be the designated person for Looked after Children – prepare reports for, and attend LAC meetings.

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- To deliver the Workshop to Raise Awareness of Prevent to all new staff/governors.
- To identify and refer those children who are, or could be, young carers.

Attendance

- To monitor attendance and punctuality on a daily basis.
- Produce termly reports for governors around attendance and punctuality.
- To hold regular attendance panels with the EWO and school health, produce attendance and late letters on a half termly basis and carry out half termly truancy sweeps/home visits.
- To prepare and submit penalty notice/court documentation relating to attendance and/or unauthorised holidays.
- To receive details of new admissions from the Local Authority and to liaise with previous education setting/parents. Attend initial meeting with Headteacher and give families a tour of the school and answer any questions/concerns. Arrange a home visit before the child/ren's start date.
- To ensure the induction/transition process for new admissions is in place and followed up according to the procedural timeline.

Extended Provision

- To be a member of the School Team and to contribute to securing the school's key functions in relation to overcoming barriers to learning with particular reference to children's academic progress.
- To develop and maintain effective communication between key staff groups within the school and between the school and the wider community.
- To maintain regular contact with families/carers of children receiving support, and to encourage positive family involvement in the child's learning, providing support when required to enable children to fully meet school requirements - homework, attendance etc.
- To build up a full knowledge of the range of support available for pupils (e.g. activities, courses, opportunities, organisations) that could be drawn upon to provide extra support.
- To provide support for children who are excluded or are at risk of exclusion, support for the families of those children and support for the Headteacher in coordinating services for those children.
- To develop, lead and implement policies and strategies that promote Community Cohesion and engagement and to be responsible for developing consultation with children families and the wider community.
- To liaise with secondary schools and other educational establishments to support those children that may require further support after transferring to secondary school or other educational establishment, delivering transition programmes where appropriate.

Pastoral

- To be the named Pastoral Lead across the whole school.
- To work with staff, children and LA where appropriate to develop lead and monitor an effective anti-bullying strategy being responsible for maintaining accurate and up to date records.

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- To implement and lead on the school's Anti-Bullying programme and Peer Mediator program in school.
- To deliver targeted interventions including Happy to be Me and support the delivery of the pastoral interventions.
- To lead in securing external validation of various aspects of well-being e.g. Emotionally Friendly Schools; Anti -Bullying Quality Mark; United Against Bullying.
- To run lunchtime nurture groups for those children who find lunchtime a challenging time. To model social skills and train children to use them.

Additional Responsibilities

- The day to day management and supervision of welfare staff and to organise lunch time duties.
- To be the Senior Mental Health Lead in accordance with the DfE approved programme.
- To develop and maintain policies and procedures appropriate to the role; attendance, anti-bullying, anti-racism, playground support, safeguarding, etc.
- To keep up-to-date with legislation re attendance and safeguarding.
- To attend attendance and LHW cluster (FOS) meetings in order to share best practice.
- To maintain records so that information can be communicated to all appropriate parties who have an educational interest in a given cohort. Particular attention should be paid to progress and evidence of progress.
- To carry out home visits/delivery of children to support services in order to completely fulfill the main roles and responsibilities contained within the whole job description.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed.

Date Job Description prepared/revised: July 2023

Prepared by: Mrs Joanne Rowley

Agreed by Postholder
