Job Title: Children and Family Worker

Children and Family Worker (incl. DDSL)

Job Description

Children and Family Worker, incl Deputy Designated Safeguarding Lead

Location

Whitley Park Primary and Nursery School

Grade

RG5 SCP 22–25

Job Purpose

To lead and coordinate high-quality family support and early intervention across the school, ensuring vulnerable children and families receive timely, effective and compassionate support.

To act as a **Deputy Designated Safeguarding Lead**, supporting the Headteacher (DSL) in ensuring that safeguarding and child protection systems are robust, responsive and preventative.

To work in partnership with families, staff and external agencies to improve outcomes in safeguarding, attendance, behaviour, inclusion and wellbeing, particularly within a context of high deprivation and social challenge.

To champion relational, trauma-informed and inclusive practice across the school.

Position within School Structure

The postholder will:

- Report directly to the Headteacher (DSL)
- Work closely with the Senior Leadership Team
- Be part of the wider safeguarding and inclusion team
- Support and deputise for the DSL as required
- Supervise family support and early help work across the school

Key Responsibilities

1. Safeguarding and Child Protection

Support the DSL in leading safeguarding practice across the school by:

- Acting as Deputy DSL in line with statutory guidance such as Keeping Children Safe in Education
- Supporting the management of safeguarding referrals, disclosures and concerns
- Contributing to child protection, child in need and early help processes
- Undertaking risk assessments and ensuring timely escalation of concerns
- Supporting staff in identifying and responding to safeguarding concerns
- Maintaining accurate and high-quality safeguarding records
- Supporting safeguarding audits and policy development
- Leading safeguarding practice in the absence of the DSL
- Ensuring robust information sharing in line with statutory requirements

2. Early Help and Family Support Leadership

Lead the school's early intervention and family support offer by:

- Managing an allocated caseload of vulnerable pupils and families
- Coordinating Early Help assessments and plans
- Acting as Lead Professional where appropriate
- Providing outreach, including home visits
- Developing and delivering parenting and family engagement programmes
- Supporting families to engage with services and overcome barriers
- Building trusting and respectful relationships with families
- Empowering parents to develop confidence and independence
- Supporting families during periods of crisis or change

3. Inclusion, Behaviour and Wellbeing

Work as part of the inclusion team to:

- Support a relational and trauma-informed approach to behaviour
- Work with the behaviour and SEND leads to reduce exclusion
- Support pupils with SEMH needs and social vulnerability
- Monitor safeguarding-linked behaviour concerns
- Support reintegration following exclusion or absence
- Promote inclusive and restorative approaches

4. Attendance and Engagement

Support strategic attendance improvement by:

- Working with the Attendance Officer and Reading Borough Council Attendance Support Team
- Identifying attendance barriers linked to safeguarding and vulnerability
- Leading targeted family engagement to improve attendance
- Supporting pupils at risk of persistent/severe absence
- Contributing to whole-school attendance strategy

5. Multi-Agency Working

- Develop strong partnerships with social care, health and community services
- Attend and contribute to strategy meetings and case conferences
- Co-produce reports for safeguarding meetings
- Coordinate Team Around the Child meetings
- Support effective transitions and continuity of care
- Ensure timely and professional communication with external agencies

6. Staff Development and Support

- Provide advice and guidance to staff
- Lead on safeguarding induction training for new staff
- Support training on safeguarding, trauma and relational practice
- Promote a culture of shared responsibility for safeguarding
- Support staff wellbeing when managing complex safeguarding situations

7. Monitoring, Evaluation and Impact

- Track outcomes for vulnerable pupils
- Use data to identify trends and emerging risks
- Contribute to strategic safeguarding and inclusion development
- Report regularly to the DSL and SLT
- Support safeguarding and inclusion evaluation

8. Professional Accountability

- Maintain up-to-date knowledge of safeguarding and family support practice
- Participate in regular supervision and reflective practice
- Attend relevant training and development
- Contribute to the safeguarding culture of the school

Special Requirements

- Enhanced DBS with barred list check
- Full driving licence and access to a vehicle
- Flexibility to work outside school hours when required

Person Specification

Qualifications

- DSL training (or willingness to complete)
- Relevant qualification in social care, family support or safeguarding
- Knowledge of current safeguarding legislation and guidance including Working Together to Safeguard Children

Experience

- Experience supporting vulnerable children and families
- Experience of multi-agency working
- Experience in safeguarding and child protection
- Experience of working in high-challenge or high-deprivation communities
- Experience managing complex and sensitive situations

Skills and Competencies

- Excellent communication and relationship-building
- High emotional resilience and professional judgement
- Ability to analyse risk and prioritise workload
- Ability to influence and support staff
- Commitment to inclusion and equity
- Strong organisational and record-keeping skills