Job Description

SCHOOL: Edgebury Primary School

POSITION:  **Children and Family Wellbeing Manager** (including Designated Safeguarding Lead)

GRADE: BR10

SPINE POINT: PT32-34

SALARY: £33,342 - £35,187

HOURS: 8.15am - 5.15pm

RESPONSIBLE TO: Head Teacher

The Pastoral Manager will support the Head Teacher with practical assistance in promoting pupil, staff and community wellbeing in order to improve learning; providing a consistent point of contact for pupils and parents and be the Designated Safeguarding Lead.

Edgebury Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Purpose of the Job:**

As the member of SLT with responsibility for safeguarding:

To contribute proactively to the work of the school’s senior leadership team.

To assist the Head Teacher by taking the lead on the development of safeguarding and child protection policies, training and procedures, and provide guidance for Edgebury Primary School.

* To coordinate referrals, arranging action and reviewing services for children and families.
* To work with the SLT to ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at Edgebury Primary School and to support vulnerable families.
* Actively work in collaboration with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children.

To work with colleagues to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

To liaise with and support parents across the school, with the primary aim of removing barriers that inhibit children from progressing at school, including attendance and punctuality.

Support staff to understand and build upon the established principles of professional and benevolent care for children, colleagues and parents.

To establish an overview of children’s needs and creatively devise interventions and support programmes, independently and in collaboration, which enable children to thrive and progress both academically and socially.

To work closely with the Head Teacher and members of SLT to ensure that all staff adhere to the ethos and policies relating to pastoral support at Edgebury Primary School.

To contribute to the establishment and maintenance of practices which promote good mental health for all members of the school community.

**Main Duties and Responsibilities:**

1. To implement Edgebury Primary School /DFE safeguarding/child protection policy and procedures.
2. To make referrals to other agencies
3. Encourage good practice by promoting and championing the safeguarding/child protection policy and procedures and ensuring all staff have access to and understand them.
4. Respond appropriately to disclosures or concerns which relate to the well-being of a child.
5. To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
6. To ensure parents see copies of the safeguarding policy to mitigate the risk of potential conflict.
7. To ensure that vulnerable pupils who are victims of neglect/abuse are supported appropriately and sensitively and that all actions assigned to Edgebury Primary School from planning and interventions meetings are successfully carried out and monitored.
8. To collate and produce statistical information with regards to safeguarding and pupil groups.
9. To plan and deliver safeguarding training within the school.
10. To induct new members of staff with regard to the school and to Bromley Safeguarding Children Board safeguarding policies and procedures.
11. To ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct).
12. Under the guidance of the Head Teacher, oversee the pastoral care provided for all children who attend the school, liaising with teaching and support staff to ensure that the ethos of the school is adhered to at all times.
13. Managing a nurture unit, including directing the work of support staff.
14. Oversee the management of the school’s Breakfast Club
15. Liaise with colleagues to ensure that effective communication is maintained between all staff regarding identified pupils and between school and home.
16. Communicating daily with Head Teacher and/or other teaching staff regarding concerns relating to pupils.
17. To maintain up to date records and data basis regarding both individual pupils and the implementation of whole school behaviour policy.
18. To ensure effective exchange of written records and information at times of pupil transfer between different phases within school and at pupil transfer to secondary school.
19. Managing the school’s Year Six ‘leaders’ roles, overseeing their role in the school and ensuring that their role is regarded as a significant contribution to the life of the school.
20. Support the Head Teacher to manage the lunchtime staff and liaise with the Lead MDS to ensure that behaviour policies, and pastoral care is a priority.
21. To manage the appraisals (Performance Management) of the Midday Supervisory team.
22. To manage the safe storage of pupils’ medicines, and the establishment of systems which enable efficient organisation, notification of renewal to parents, and safe access for children via staff.

**Accountabilities**

1. Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague’s in Children’s Services as required, some of which may take place out of normal working hours.
2. To maintain confidentiality at all times.
3. From referrals, develop a register of students who are ‘At Risk’ or have child protection plans
4. To adhere to the Schools’ policies as outlined in the staff handbook.
5. To ensure the school’s safeguarding policy is updated and reviewed annually.
6. As the Designated Safeguarding Lead, to refer cases of suspected abuse to the local authority children’s social care as required.
7. Support staff who make referrals to local authority children’s social care.
8. Refer cases to the Channel programme where there is a radicalisation concern as required
9. Support staff who make referrals to the Channel programme.
10. Refer cases where a crime may have been committed to the Police as required.
11. To support the Head Teacher to ensure compliance with statutory duties for safeguarding and keeping children safe in school.
12. To work with the Head Teacher and SLT to monitor priorities for vulnerable children.

**Reporting Concerns**

Work with school staff to ensure it is understood how to:

1. Recognise how to identify signs of abuse and when to make a referral.
2. Respond appropriately to disclosures or concerns relating to the well-being of a child.
3. Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
4. Liaise with the Head Teacher to inform them of any issues and ongoing investigations.
5. Liaise with the Governors with safeguarding responsibilities.
6. Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely.
7. When pupils move school, ensure their safeguarding file is sent to the new establishment immediately and securely.
8. Refer cases to the Channel programme where there is a radicalisation concern as required
9. Support staff who make referrals to the Channel programme.
10. It is not the role of the DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school. This falls to the Head Teacher or to the Chair of Governors where the allegation is against the Head Teacher.

**Multi Agency Working:**

1. Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.
2. Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours.
3. Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person’s life working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary. Acting as Lead Professional as appropriate.
4. Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference which was anticipated.

**Training:**

1. Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately.
2. Attend relevant training every 2 years and an annual basis attend forums/roadshow to reinforce and enhance Safeguarding knowledge and practice.
3. Represent the school at Designated Lead forums and disseminate the information to colleagues.

**Knowledge and skills:**

1. Act as a source of support, advice and expertise within the school.
2. Have a working knowledge of how the Bromley Safeguarding Children Board operates.
3. Ensure that staff members are following up to date procedures in line with National and Local expectations.
4. Act with integrity; maintaining confidentiality at all times.

**General Duties**

1. To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
2. To work in accordance to the schools equality policy.
3. To assist the SENDCo/SLT to review and promote equalities policy in school.
4. To carry out any reasonable duties associated with the general principles of the role as requested by the Head Teacher.

Personal Specification

SCHOOL: Edgebury Primary School

POSITION: Pastoral and Family Support Manager

(including Designated Safeguarding Lead)

GRADE: BR10

SPINE POINT: 32-34

Key: Interview (I), Application (A)

You must demonstrate on your application form that you meet the following essential criteria:-

E1. Good standard of education to include English and Maths at GCSE (or equivalent) at Grade C or better. (A)

E2. Qualified to degree level or equivalent (extensive and relevant experience will be considered) (A)

E3. You will be flexible and have excellent communication and organisational skills. (A/I)

E4. Good experience of IT skills. (A)

E5. Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality. (I)

E6. Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work. (I)

E7. Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families. (A/I)

E8. Knowledge of the requirements for keeping children safe in school and to lead on child protections procedures. (A/I)

E9. Ability to summarise clearly and concisely and articulate concepts and proposals. (I)

E10. Ability to produce concise and complex reports. (A)

E11. To be able to evaluate theoretical research based information (A/I)

E12. An understanding of Common Assessment Framework and the ‘Early Help’ process. (A/I)

E13. Ability to maintain student records and write other short reports as required. (A)

E15. Ability to record and produce minutes from safeguarding meetings. (A)

E16. Ability to work on one’s own initiative, balance competing priorities and organise a work schedule. (A/I)

E17. Ability to motivate children/young people by establishing empathic and supportive working relationships. (A/I)

E18. Ability to work as part of a team to reach agreed targets and outcomes for children/young people. (A/I)

E19. The ability to use word processing packages and the internet. (A)

E20. Experience of working with children including work within Child Protection and Multi Agency liaison. (A/I)

E21. Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work. (A/I)

E22. Extensive experience of working effectively with the parents /carers of children / young people. (A/I)

E23. Experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare OR significant recent experience in work with children and families in a statutory childcare agency. (A/I)

E24. Experience of working in a multi-agency environment. (A/I)

E25. Ability to work flexibly attend evening and early morning meetings as required. (A/I)

E26. Self-motivated and able to prioritise a demanding workload. (A/I)

E27. To be professionally assertive and clear thinking, able to negotiate. (I/A)

E28. To be able to operate as part of a team. (A/I)

E29. Have an understanding of and the ability to deliver services within an Equal Opportunities Framework. (A/I)

Key: Interview (I), Application (A)