



# Winston Way Academy

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## Job Description

### Post: Family Liaison and Safeguarding Officer

### Responsible to: SLT

#### Main purpose

The Family Liaison and Safeguarding Officer will join the safeguarding team as the Deputy Designated Safeguarding Lead and will also have the responsibility for being the Operational Lead for safeguarding and child protection within the school and will support the development of safeguarding and child protection policies and procedures, training, and guidance. They will also co-ordinate referrals, arrange action and review appropriate services for children and families. They will also join the Pastoral team.

The Family Liaison and Safeguarding Officer will be predominantly education / school based but will have a wider remit including working with families and the local community through the use of the Early Help Assessment (EHA) and will also work closely with the Attendance lead and Pastoral Team throughout the school.

The Family Liaison and Safeguarding Officer will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Children who have social care involvement – CP, CIN or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs
- Challenging behaviour
- Children with a statement of special educational needs (Education, Health Care Plan)

The Family Liaison and Safeguarding Officer will provide a complementary service to teachers and other staff, including the Pastoral Team and school's education psychologist, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.

#### Duties and Responsibilities

##### Safeguarding

Working alongside the Designated Safeguarding lead as the Deputy DSL and Operational Lead, ensure that the School's safeguarding and child protection policy (and family friendly version), and the implementation of it, is reviewed at least annually and is up to date and reflects the operational practice within school and expected across the trust.

- To take operational lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise;
- To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children;



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- To be available for staff to discuss any safeguarding concerns and to act as a source of support, advice and expertise to staff on matters of safety and safeguarding especially when deciding whether to make a referral by liaising with the relevant agencies
- Managing referrals and reporting concerns
- Recognise how to identify signs of abuse and referring all cases of suspected abuse of any pupil at the School to children's social care;
- Respond appropriately to disclosures or concerns relating to the well-being of a child and support any staff who make referrals to local authority children's social care;
- Ensure that relevant, detailed and accurate written records of referrals / concerns are kept and that these are stored securely on CPOMs.
- Where children leave the School ensure their child protection file is transferred to the new school as soon as possible. This file should be transferred securely and separately from the main pupil file and a confirmation receipt from the new school must be received.
- Take part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children;
- Refer cases to the PREVENT programme (and supporting staff who make referrals) where there is a radicalisation concern;
- Make referrals to the police where a crime may have been committed which involves a child.
- As Deputy DSL - to liaise with the Head Teacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
- As Deputy DSL - to liaise with the Head Teacher regarding any potential referral to the Local Authority Designated Officer (LADO) due to safeguarding / child protection concerns which involve a member of staff (it is the Head Teacher or Chair of Governors who makes the referral).

## Multi Agency Working

- 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 – be the 'voice of the child' and ensure that the child's views are listened to and shared.
- Attend and participate in multi-disciplinary / agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CP, CIN, TAF/CAF and EHA.
- Liaise and co-ordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges by completing an EHA / making a MARF referral to MASH and by being the Lead Professional, where appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference for the child that was anticipated.
- Maintain and extend links with Redbridge's Multi Agency Safeguarding Hub to ensure staff are aware of training opportunities and the local policies on safeguarding

## Training

- Attend child protection training at least every two years (and refresh knowledge and skills on an ongoing basis)
- Disseminate 'learning' from any training attended to the DSL to share with the whole school
- Represent the school at any safeguarding forums including 'stuck cases panel'
- Participate in regular supervision with the DSL, Trust and school's education psychologist (where appropriate)



## Family Liaison and Attendance

To work with teaching staff, pastoral team and the SLT in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development.

To work with individuals & groups both within and outside the classroom setting - regularly monitor and reward the achievement of children working with you.

### Attendance

To work with the lead on attendance throughout the school which includes:

- monitoring 1st day absence phone calls,
- scrutinising weekly attendance and punctuality,
- organising meetings with parents / home visits to discuss attendance,
- Attending EWO meetings,
- Accessing the MIS
- Completing off register forms (in line with CME guidance)
- Overseeing leave of absence in term time requests - holidays
- Completing electronic records and sending out attendance letters to parents.
- Promoting positive attendance through rewards and praise
- Producing ½ termly reports for the school's senior leadership team
- Analysing attendance for groups of pupils

### Families

- To provide in school outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupils achieve their targets by:
- Organising drop-in 'offload' sessions for pupils and parents, where they can talk about a particular issue.
- Signposting families to support services available
- Facilitating contact with the school nurse and overseeing the fortnightly drop in session
- Updating medical care plans for identified pupils
- Making a home visit, where appropriate to talk to parents about issues and to offer advice about strategies to deal with problems – complete the EHA form with parents.
- Attending and participating in multi-disciplinary / agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CIN, CP, EHA.
- Updating the school's vulnerable pupil's list

### General Duties

- To work with the school to develop a Community Hub
- Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents and completing EHA / MARF forms online.
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team.
- Attend Termly parent's evenings to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate



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- Attend new Reception parent's meeting in the Summer term. Provide 1st aid cover and fire marshall cover, if necessary
- Undertake any other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job, as directed by the Head Teacher.



## PERSON SPECIFICATION

**Post: Family Liaison and Safeguarding Officer**

**Responsible to: SLT**

FACTORS	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>GCSE in English and Maths at Grade C/ level 4 or equivalent</li><li>Trained in Early Help</li><li>Safeguarding training – multi agency working</li></ul> <p>Qualified as a Deputy Designated Safeguarding Lead (Level 3 Safeguarding)</p>	<ul style="list-style-type: none"><li>Educated to Degree level in either: education, childcare, social work, social care, counselling, psychology or youth work</li><li>Additional qualifications as evidence of supporting children and/or their families with additional needs</li><li>1<sup>st</sup> Aid qualification</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>Experience of working with children and families as part of a team around a family, child in need planning group, child protection plan</li><li>Working as part of a team</li><li>Evidence of experience of working with children and families in difficulty and crisis</li><li>Experience of multiagency working including childcare, health and social care</li><li>Experience of Safeguarding procedures</li></ul>	<ul style="list-style-type: none"><li>Experience of using Attendance systems within schools</li><li>Experience of working with children in the primary phase</li><li>Experience of working with people with mental health problems</li><li>Experience of using cognitive behavioural approaches.</li><li>Restorative Justice approaches</li></ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"><li>Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information.</li><li>Knowledge of the procedures for MASH / MARF referrals and Early Help Assessments</li><li>Knowledge of issues affecting families and parenting needs of children</li><li>Knowledge of available support services</li><li>Ability to score, record and evaluate outcome measures.</li><li>Excellent ICT skills including proficiency in the use of Email, MSWord, MSEXcel and MIS</li></ul>	<ul style="list-style-type: none"><li>Knowledge of Special Educational Needs and Education Health Care Plans</li><li>Positive Behaviour Management strategies</li><li>An understanding of the needs and difficulties which people with mental health problems or other disabilities face.</li><li>Physical Intervention training</li></ul>



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<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• An interest in and ability to work with children and families with, or at risk of developing, mental health problems.</li><li>• An ability to interact effectively with staff from all disciplines and agencies.</li><li>• An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals.</li><li>• Professional appearance, conduct and attitude</li><li>• High expectations of self and children</li></ul>	<ul style="list-style-type: none"><li>• Being able to work flexibly by prior agreement</li><li>• Awareness of equal opportunities; health and safety.</li><li>• Sensitivity</li><li>• Good team player</li><li>• Self- motivated</li><li>• Ability to promote inclusion for all pupils</li></ul>
<b>INTEREST AND MOTIVATION IN THE JOB</b>	<ul style="list-style-type: none"><li>• Keen interest in professional and personal development</li><li>• Engages fully in strategies designed to move the school forward</li><li>• Has initiative and is willing to share ideas</li></ul>	

## Notes:

This job description may be amended at any time in consultation with the postholder.

**I hereby accept the terms and conditions detailed above.**

**Name (Print)**.....

**Signed**.....

**Date**.....