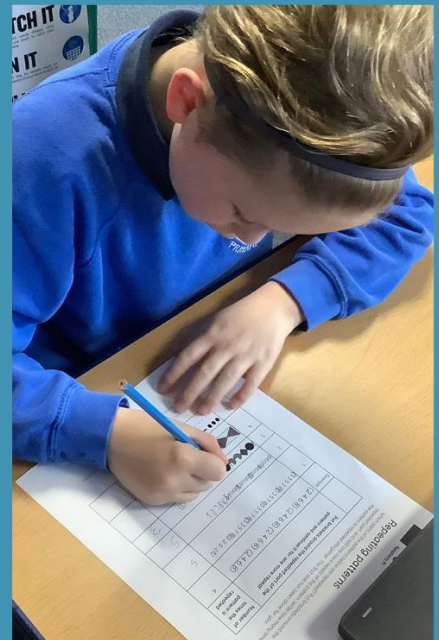




**Family Liaison Manager & Designated
Safeguarding Lead
CANDIDATE APPLICATION PACK**





A message from the Headteacher



We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience. Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

Hayley Walsh
Headteacher

Staff Benefits



Bike 2 Work
Scheme



CPD
Opportunities



Employee
Assistance
Programme



Local Discounts



Occupational
Health Support

A message from the Chief Executive



Thank you for your interest in this position at the Pennine Trust. As an employer, we value diversity and are striving to create a fully inclusive workplace. This is an essential aspect of the culture we are building and the environment we want to create for all members of our community. We welcome applications from anyone who meets the essential criteria for the post, outlined in the person specification. In particular, we currently invite applications from people in groups currently underrepresented in the trust, including, but not limited to, people with disabilities and from non-white British backgrounds.

A key component of the recruitment process will be to provide confidence that you are a good 'fit' with our values. We are also looking for people who will add value to our organisation and support learning and growth across our community.

If, after reading all of the information relevant to this post, you have further questions, please direct these to Donna Johnson-Heafield, Operations Manager at the school on their e-mail address djohnson@lordstreet.penninetrust.org. Subsequently, if you believe you are a good fit for us, we very much look forward to receiving your application and, hopefully meeting you during the recruitment process.

John Tarbox
Chief Executive Officer



The Pennine Trust



The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018.

Our mission statement **'creating opportunity, inspiring excellence, shaping tomorrow'** encapsulates our approach and what we prioritise daily. We want to provide every child in our care with the best possible start in life and motivate them to fulfil their individual potential and make a full contribution to their communities and to society.

Our core values of **ambition, respect** and **collaboration** are fundamental to our approach and shape all our policies, systems and decisions. We believe building a strong culture is the most important ingredient for success. Everyone working in the trust should be committed to these values and aligned with them. This is essential for us to be a genuinely values-driven organisation.

There are three associated behaviours that follow from each value, which should be exemplified in our conduct and feature in our dialogue with young people with increasing automaticity and, most importantly, authenticity. This helps to build the best possible environment in which all members of our Trust communities can flourish.

Ambition	We are determined to achieve and believe everyone can succeed	Try our best and take pride in what we do
		Be curious and eager to learn
		Persevere and try to bounce back from setbacks
Respect	We are considerate of everyone and our environment	Be polite and use good manners
		Show consideration for the beliefs, rights and feelings of others
		Take responsibility for our own choices
Collaboration	We are a community who believe we achieve more by working together	Actively play our part
		Listen to other people's views
		Support each other to solve problems

This emphasises that our energies go into development of high-quality provision, both curricular and co-curricular, with the needs of the child central to that provision. Our goal is to equip every young person with the knowledge they will need to thrive in the future and to support development of their attributes and talents to their full potential.

Leaders across the Trust adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. High quality pastoral care and support aligned with diagnostic assessment of needs and targeted interventions, help to ensure appropriate provision for every individual.



Safeguarding Statement

At the Pennine Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



Family Liaison Manager and Designated Safeguarding Lead

- Salary Range:** **Grade 7 (SCP 19 £31,067 – SCP 25 £35,235)**
 Pro-rata (SCP 19 £28,342 SCP 25 £32,144)
- Contract Type:** **37 hours per week**
- Contract Term:** **Permanent (Term time plus 3 weeks)**
- Start Date:** **A.S.AP**
- Closing Date:** **Thursday 6th February 2024**

We are seeking to appoint an enthusiastic Family Liaison Manager and Designated Safeguarding Lead with an outstanding track record.

Why choose Lord Street Primary School?

- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

The Pennine Trust

The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018. We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Pennine Trust offers:

- A strong culture driven by values
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- High quality professional development opportunities
- A commitment to providing every child with the best possible start in life
- Exceptional curriculum and pedagogy in all our schools
- High quality pastoral care and support

The right candidate will be totally aligned with our values, embrace our behaviours and play a full part in fulfilling our mission: Creating Opportunity, Inspiring Excellence, Shaping Tomorrow.



Family Liaison Manager and DSL	
GRADE:	Grade 7 (SCPI9-25)
TERM TIME / FULL YEAR	Term time plus 3 weeks
HOURS/DAYS	37 hpw / Monday to Friday
CONTRACT TYPE	Permanent
RESPONSIBLE TO:	SENCO
JOB PURPOSE:	<p>The core focus of this job is to be the Designated Safeguarding Lead and to work in partnership with parents, children and their families who experience difficulties accessing education due to attendance/behaviour or family difficulties and are at risk of social exclusion and to improve outcomes for all children, young people and families. This role includes responsibility for attendance and implementing initiatives to engage parents and improve overall attendance.</p> <p>Context:</p> <p>Works and communicates closely with children and their families to engage with them to support school attendance and children missing from education, exclusion, behaviour and transition.</p> <p>As the DSL the role will include taking lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.</p> <p>They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.</p>
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none"> • To work in partnership and offer non-judgemental support to Families parents/carers, pupils, school staff and other agencies • To be lead DSL in line with KCSiE requirements. • To train & develop staff in line with KCSiE. • To encourage & assist parents/carers to develop a positive relationship with the school • To be accessible to parents/carers and children, in school or at their home, as appropriate • Develop and maintain effective working relationships with parents/carers. • Support parents/carers in sustaining and developing their parenting skills, encouraging them to access parenting programmes where appropriate • To develop Parenting Agreements/Contracts in line with the Attendance Policy • To engage with parents/carers to promote self esteem and self confidence • Offer early Intervention and preventative support to parents/carers and young people • To support families in line with our Early Help Offer • To work with children on social interaction skills, risky and emotional behaviour, and to support and promote engagement 	



- To promote and encourage equal opportunities in education and to support young people and families to communicate their wishes in the educational setting so that they can gain optimum benefit from the service;
- To manage and promote emotional wellbeing via planned intervention with young people and their parents/carers;
- To identify and support young carers
- Liaise with SENCO to ensure specific health needs are met.
- To undertake both group work and regular one to one sessions with young people and families to develop and enhance parenting skills, and build relationships using evidence based models of intervention
- To support the school in implementing strategies to improve behaviour and anti-bullying
- To provide support to children and families at risk of exclusion.
- To assist the school to reduce exclusion rates;
- Support excluded pupils to continue with their school work and build a plan for reintegrating the pupil back into school on return
- Responsible for raising levels of attendance and punctuality by working with the families to ascertain the causes of the absences and implement plans to resolve the situation
- To liaise with Learning Mentors to support children and families through life changing events.
- To assist in the co-ordinating and delivery of parent Information sessions including transition
- To support short term intervention packages to reduce exclusions
- Policy writing, to ensure Policies are written and kept up to date.
- To work with families to prepare, produce and develop achievable action plans to enable them to move forward in a positive way

<p>Communication and training</p>	<ul style="list-style-type: none"> • To support parents/carers and young people express their views when appropriate, where they are unable to do so themselves; • To encourage parents/carers in accessing appropriate parenting courses to enable them to support their children through transitions. • To liaise with other professionals involved at key transitional stages. • To establish rapport and respectful trusting professional relationships with young people, their families and carers • To communicate the importance of safeguarding to all staff and provide induction training on safeguarding
<p>Partnership Working</p>	<ul style="list-style-type: none"> • To work in partnership with the Local Authority and other agencies to locate/trace missing children and support the young person to return home • To liaise and work closely with statutory and voluntary agencies • To signpost/ensure children and families receive appropriate multi agency support • To support multi agency working by taking the role of lead professional and co-ordinating the delivery of an agreed intervention plan • To co-work and coordinate with other agencies in the facilitation of Parenting Programmes • To support the work of other agencies to holistically support young people at times of crisis including.
<p>Safeguarding</p>	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults and raising concerns as appropriate.



	<ul style="list-style-type: none"> • Have in depth knowledge of safeguarding legislation including working together to safeguard pupils and KCSiE. • Provide annually training for staff.
Systems and Information	<ul style="list-style-type: none"> • To maintain regular file updates as routine, keep case files up to date and make accurate and timely records in line with the minimum recording standards • To maintain accurate and up-to-date casework records in relation to referred cases • To provide accurate and timely information, returns and reports when required • To understand the importance of consent and comply with the procedures for obtaining consent from young people and their families
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality. • Share information confidentially about pupils with teachers and other professional as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.
Flexibility	<ul style="list-style-type: none"> • This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the school / Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.
Customer Service	<ul style="list-style-type: none"> • The Pennine Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.





Person Specification		Role: Family Liaison Manager and DSL	
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> GCSE qualifications at Grade A-C in Maths and English Relevant Level 3 qualification or above Evidence of undergoing sufficient safeguarding and child protection training or a willingness to undertake training. 	<ul style="list-style-type: none"> Degree in relevant area A qualification or equivalent experience in social work DSL Qualification or willingness to undertake training 	A/C/I
Experience	<ul style="list-style-type: none"> Experience of working with young people and families Experience of multi-agency working Experience of working in an educational or social care setting Experience of social work in an educational setting or experience of working with vulnerable children Experience of multi-disciplinary approach to problem solving Experience of supporting families Experience of working with children with challenging behaviour Experience of working under the KCSiE and working together to safeguard pupils legislation 	<ul style="list-style-type: none"> Experience of delivering individual and group based support and training including facilitation 	A/R/I A/R/I A/R/I A/R/I A/I/R A/I/R A/I
Attributes	<ul style="list-style-type: none"> Ambitious and reflective of own strengths and areas for development Respectful of others Collaborative with own team members and wider school community Shows initiative Ability to work successfully in a team Maintains confidentiality A good attendance and punctuality record Excellent verbal and written communication skills. Excellent time management and organisation 		R/I I/R I/R A/I/R I/R I/R A/I/R A/I/R A/I/R



	<ul style="list-style-type: none"> • High expectations of self and professional standards. • The ability to maintain successful working relationships with other colleagues. • A willingness to work outside of the timetabled day where necessary 		<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to produce quality and complex reports. • Ability to record interventions and write reports • Good presentation skills • Ability to assimilate new initiatives, technology and software and interpret information. • Influencing and negotiating skills • Good time management skills and ability to organise own caseload • Good interpersonal skills and the ability to engage constructively with a range of people • Ability to make decisions within own area of responsibility. • Effectively identifies workable solutions. • Commitment to safeguarding and promoting the welfare of children and young people • Calm and measured approach to dealing with conflict • Appropriate use of personal authority • ICT Skills 		<p>A/I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>A/I/R</p> <p>I/R</p> <p>A/I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>
<p>Key A – Application R – Reference I – Interview C – Certificate</p>			



How to apply

If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

Please complete the electronic application form which can be found through the school's careers page: [Colne Lord Street Primary School, Colne | Teaching Jobs & Education Jobs | MyNewTerm.](#)

In your supporting statement please include:

- how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

Closing date for applications is noon on Thursday 6th February 2024

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Pennine Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance

Lord Street Primary School
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