

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Family Welfare and Safeguarding Co-ordinator</b> <b>(Support Staff Deputy DSL)</b>
<b>Purpose:</b>	<p>This role is to support the strategic working of effective safeguarding for Pegasus School.</p> <p><i>“The Deputy DSL will work with the Senior Leadership Team, through membership, to ensure safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.”</i></p> <p>The purpose is to provide support and a service for families and vulnerable children through effective engagement of services and resourcing. The role will include working with parents and pupils through provision to support and empower them around managing risks, parenting and emotional well-being.</p> <p>Key Liaison will be with the Head Teacher(s) and Senior Leadership to keep them informed of any safeguarding of issues, training and curriculum needs for the pupils and support for the community. Liaise with staff on matters of safety and safeguarding: Act as a source of support, advice and expertise for staff.</p>
<b>Reporting to:</b>	Executive Principal, Headteacher(s) and Assistant Head Teacher
<b>Salary/Grade:</b>	Professional Band - Band 3 (FTE £24,034 - £34,958)
<b>Hours:</b>	37.5 hours per week - Pro Rota 42 Weeks (Cluster Lead potential of 52 weeks including Inset Days) 8.00am – 4.00pm
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<p>The FSCo. (DSL) should:</p> <ul style="list-style-type: none"> <li>• refer all cases of suspected abuse to Children’s Social Care, and support staff who have raised concerns about a child or have made a referral to Children’s Social Care.</li> <li>• where there are concerns about radicalisation, to make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation (England and Wales only)</li> <li>• Through working with the Headteacher and United Learning HR Team - refer cases to the Disclosure and Barring Service (DBS) where a member of staff has been dismissed following concerns they posed a risk to a child.</li> <li>• refer cases to the police where a crime has been or may have been committed.</li> <li>• Undertake training and develop knowledge in addition to formal training, the FSCo should keep knowledge and skills up to date via online training, e-bulletins, opportunities to network with other DSLs, and attend locally arranged briefings.</li> </ul>	

- The FSCo (DSL) must:
  - understands the referral and assessment process for early help and intervention
  - knows about child protection case conferences and reviews and can contribute to these effectively when required
  - ensures that all staff have access to and understand the school's child protection policy
  - is aware of the needs of any vulnerable children ie; those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child
  - keeps detailed, accurate and secure records of concerns and referrals (CPOMs)
  - understands the role of the school in terms of the Prevent duty where required
  - attends refresher and other relevant training
  - encourages a culture of listening to children and taking account of their wishes and feelings in terms of what the school does to protect them.
  - work with the governing body to ensure the school's child protection policy is updated and renewed annually and that all members of staff have access to it and understand it
  - Lead staff training & provide regular briefings and updates at staff, United Learning and governor meetings to help ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities
  - ensure the child protection policy is available publicly and that parents are aware of the policy and that schools may make referrals to children's social care if there are concerns about abuse or neglect
  - link with the LSCB (OCC) child protection committees to keep up to date with training opportunities and the latest local policies.
  - Oversee the school's record: to keep detailed, accurate and secure written records of safeguarding concerns. These records are confidential and should be kept separately from pupil records. They should include a chronology of concerns, referrals, meetings, phone calls and emails. (CPOMS)
  - Oversee the file movement where children leave the school or college, ensure their child protection file is transferred to the new school or college as soon as possible. (CPOMS)

<b>Supporting pupil(s)</b>	<ul style="list-style-type: none"> <li>• To ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.</li> <li>• To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety.</li> <li>• To participate in planning and organising appropriate educational sessions such as Safer Together and PSHE learning.</li> <li>• To co-ordinate the Young Carers and other interventions to support vulnerable learners.</li> <li>• To observe, assess and contribute to the written record of each child's progress.</li> <li>• To foster each child's development and growth of independence and self-reliance.</li> <li>• As part of the team, to contribute and participate in planning and preparation of PSHE</li> <li>• Maintaining good order and discipline among pupils, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.</li> <li>• To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.</li> <li>• Support and lead on parenting programmes</li> <li>• To implement the school's policies fully.</li> <li>• To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.</li> <li>• To be aware of own practice and keeping up with current trends in education.</li> <li>• Attending relevant courses when possible, in accordance with priorities in the School Improvement Plan.</li> <li>• In carrying out the tasks in this job description you have a duty (under Health &amp; Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment</li> <li>• To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.</li> <li>• Provide one to one support for children including drawing and talking therapy, Bounce Back 4 Kids, protective behaviours and individualised sessions to suit the child's needs.</li> </ul>
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<b>Supporting the Parent and community</b>	<ul style="list-style-type: none"> <li>• Where appropriate to foster links between home and school</li> <li>• To liaise, consult and advise with other members of the SLT, Staff and outside agencies with community needs and provision</li> <li>• To contribute to review meetings, where appropriate</li> <li>• To participate in relevant professional development</li> <li>• To maintain confidentiality about home – school / pupil- teacher/ school – work matters</li> <li>• To complete any other relevant tasks as directed by Line manager</li> <li>• Provide school leadership at multi agencies meetings</li> <li>• Support United Learning with Peer reviews and Cluster support</li> <li>• Provide parenting programmes and provision for the community</li> <li>• Provide parenting support 1:1, groups etc to meet need</li> <li>• Provide advocacy for families with outside agencies</li> </ul>
<b>Supporting the Special needs community</b>	<ul style="list-style-type: none"> <li>• To help and support the SENCo in delivering a suitable programme of activities for the child's individual development, both indoors and out.</li> <li>• To assist in making resources to support activities that have been advised by the SENCo/outside agencies</li> <li>• To provide feedback about the child's progress to the SENCo, parents and outside agencies</li> <li>• To report any problems about arrangements or incidents to the SENCo or Supervisor</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	



**Pegasus Primary School**  
The best in everyone™  
Part of United Learning

*I confirm that I have read and understood the details contained within this job description.  
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed	
Print Name	

Dated	
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