

Carew Academy

Job Description

Carew Academy Family Worker and Deputy Safeguarding Lead (DDSL)

Job Description:

Reporting Relationships:

Assistant Principal, Designated Safeguarding Lead

Functional links:

Will work in collaboration with all school staff, pupils and their carers / parents / advocates, external agencies and others as necessary.

The Core Purpose:

To ensure the safety of all students through robust safeguarding processes and improved outcomes and opportunities for children and their families by providing a range of family interventions and support.

Job Context:

The Safeguarding and Family Lead will be responsible for the organization and delivery of high quality support for vulnerable families and those in need of additional support. The role will encompass two key elements; ensuring students are kept safe whilst at school; and improving outcomes for families by alleviating barriers to learning and improving communication and links between school and home. A key part of the role will be to act as Deputy Safeguarding Lead for Carew Academy.

Main Duties and Responsibilities

To promote and provide support for the families of vulnerable children and those encountering difficulties which could impact on the education and welfare of their children.

Family Support:

- To lead on identifying families in need of support by liaising with class teachers and support staff and the school's leadership team.
- To assess the needs of identified families and respond to those in need by offering support, advice and guidance with parenting, financial and social issues as required.
- To provide or source training and guidance for parents to build parenting capacity and develop skills in supporting and nurturing children and providing a stable home environment.
- To be directly responsible for liaising with outside agencies and to signpost parents to other sources of support.
- To arrange and carry out home visits to build a picture of a family's needs and to provide advice, guidance and support.
- To, along with the Senior Leadership Team, develop positive home school links by liaising between families and the school to build confidence within the wider school community.
- To liaise with school staff regarding interventions and support in place for vulnerable children and

work with the families to enable them to work collaboratively with the school to enhance the effectiveness of this support.

- To work with vulnerable children and families as a pre-emptive measure in order to reduce the risk of families moving into CIN/CP.
- To maintain accurate and up to date records and prepare detailed reports as required.
- To ensure all records, files and minutes are kept confidential, are within OFSTED guidelines for Safeguarding and that information is passed on to relevant persons.
- To ensure child protection information and minutes are stored confidentially and information is passed on to those people for whom it is relevant.
- To complete and review assessments with families in order to support them with accessing the most appropriate support.
- To chair family and/or safeguarding meetings and take minutes as required.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- To take an active part in events in the school calendar, maintaining a visible presence at school events.
- Liaise with School Nursing teams from Sutton and other boroughs, CAHMS, STARS Social Services etc. and to make referrals.

Safeguarding

- To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the role within the school.
- To be fully aware of the principles of safeguarding as they apply to vulnerable pupils in relation to the role.
- To act as the Deputy Safeguarding Lead for Carew Academy and to make decisions about the need for further action when safeguarding concerns are raised
- To complete MASH, CFCS & SPOC referrals as required.
- To deal with all CP/CIN issues including, writing reports, attending case conferences and all statutory CP meetings, organizing and attending TAF and TAC meetings, arranging reviews and liaising with all outside agencies.
- To be responsible for the transfer of all safeguarding files.
- To ensure that the Safeguarding Lead is made aware of, and kept fully informed of any concerns you may have in relation to safeguarding and/or child protection.
- To attend training as appropriate to the role.
- To deliver safeguarding training in conjunction with the DSL.

Personal Responsibilities:

- Play a full part in the life of the school community, supporting its mission, values and ethos and encouraging staff and pupils to follow this example.
- Actively promote school policies and procedures.
- Take an active part in events in the school calendar, maintaining a visible presence at school events.
- Be responsible for own continued professional development.
- Comply with the school's Health & Safety policy, undertaking risk assessments as appropriate.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

- Be skilled in conflict resolution and teamwork.
- Attend meetings punctually.
- Inspire trust and confidence.
- Be respectful and professional.
- Engage and motivate pupils and staff and work as part of a team.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal in consultation with the post holder.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- Work is mostly within school hours with some flexible hours for evening or for significant events in the school calendar.

General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

Safeguarding and Family Lead

Person Specification

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. KNOWLEDGE	<ul style="list-style-type: none"> • Safeguarding and child protection knowledge with up to date current practice through updates and refresher training. • Training in community work, counselling skills, or similar. • Training in facilitating parenting groups or experience of successful signposting. • Thorough knowledge of statutory services and relevant children's legislation especially child protection and safeguarding. 	<ul style="list-style-type: none"> • Understanding of child psychology and barriers to learning. • Involvement in TAF/TAC meetings. • Knowledge of the education system and school admissions process. 	Application form Interview References
2. SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work with children and families in a variety of settings within school, at home or in the community. • Ability to work flexibly and supportively with parents and carers. • Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers. • Excellent interpersonal skills with the ability to communicate effectively with children and adults, individually and in groups. • Be tactful, diplomatic and sensitive with a good sense of humour. • Ability to take responsibility and work on initiative within set boundaries. • Excellent organizational and time management skills. • Excellent oral and written communication skills including a sensitive approach to children and adults. • Ability to keep clear accurate records. • Ability to maintain confidentiality. • Be a confident and skilled user of ICT – able to use it with children and parents. • Be reliable and trustworthy, able to use judgment in receiving and dealing with sensitive information. • The resilience to deal with challenging situations involving Child Protection issues. 	<ul style="list-style-type: none"> • Able and willing to speak confidently to a range of audiences. 	
3. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Level 2 Qualifications in English and Mathematics 	<ul style="list-style-type: none"> • Nationally recognized qualification in education. 	Application form Interview

	<ul style="list-style-type: none"> Relevant childcare, education, social care or health qualification to at least NVQ Level 3 or equivalent and/or considerable experience 	<ul style="list-style-type: none"> Up to date Designated Safeguarding Leading Training (willingness to complete this is essential) 	References Certificates of qualification
4. EXPERIENCE	<ul style="list-style-type: none"> Experience of handling complex Child Protection. Ability to deal with difficult situations. Working with families and delivering effective support for families. Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services. 	<ul style="list-style-type: none"> Able to set up and deliver programs of family support work including group work and community activities as appropriate to need. 	Application form Interview References
5. DISPOSITION	<ul style="list-style-type: none"> Flexible approach to supporting children and families. Ability to maintain a professional manner in challenging situations. Confidence to challenge difficult behaviour. Confidence to challenge other professionals. 		Application form Interview References
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> No adverse criminal record and full enhanced DBS clearance Visiting families in their homes is an essential requirement of this post. Flexibility in work pattern may be required sometimes. Able and willing to work flexibly as part of a team. Commitment to self-development and willingness to undertake further training. 	<ul style="list-style-type: none"> Full driving license Car owner or access to transport 	DBS Application form Interview References Enhanced DBS disclosure Medical assessment

Carew Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our Safer Recruitment procedure short listed candidates are required to bring to their interview documents to confirm identify, name, date of birth and address. The successful applicant will be required to obtain an up to date DBS check.