

Date: September 2025

Job Title: FLO/Safeguarding Officer

Responsible to: SENCO

GRADE: H8.1-H8.4

Hours: Full time, 37 hours per week (52 weeks)

1. ROLE SUMMARY

1. To provide a comprehensive high quality service to the school & community to develop and maintain safeguarding policies, procedures and improve overall family support. to play a full part in the development of the positive ethos of Pinewood's links with parents/carers
2. To support pupils, parents and carers, within Pinewood, in enabling children and young people, to have full access to educational activities and overcome barriers to learning
3. to prevent needs escalating to require intervention by more specialist services

2. MAIN RESPONSIBILITIES OF THE ROLE

Family Liaison

1. to act as a keyworker for identified pupils who have unmet needs and work with those children and their families/carers directly
2. to support the engagement of parents/carers in their children's learning, development and wellbeing. to help tackle pupil under-achievement and remove barriers to learning
3. to work with parents/carers of children who have unmet needs by encouraging parental participation in the planning and provision of support
4. to work directly with children in need and their families both in school and in the community in order to promote, strengthen and develop the potential of positive relationships
5. to lead and promote community cohesion through the organisation of community events, and actively empowering and promoting parents as partners
6. to work with identified pupil premium group pupils and their families to narrow the attainment gap
7. to actively promote equal opportunities and support the delivery of services where accessible and appropriate to the diverse needs of service users
8. to provide support for parents/carers in completing documentation such as their section of the Education Health & Care Plans where appropriate
9. to visit families in their home and increase home/school communication
10. to gather data and information and set appropriate targets and track and evaluate success against such targets
11. to accept direct referrals from Pinewoods DSP
12. to support students through the provision of a 'one to one' mentoring service
13. to liaise with the SENCO and/or schools DSLP where necessary
14. to act as the Lead Professional within the school setting, providing information, advice and guidance to staff and leading in staff meetings where appropriate
15. the ensure that the maintaining of records adheres to school, local and national policy
16. to manage drop-in facilities, advice sessions, transition information sessions and other activities within school, supporting the engagement of parents
17. to use local information, including targeted support to engage vulnerable groups of parents including those who do not normally access services
18. supporting the transition of new pupils in to school
19. to provide up to date information, resources and advice for parents in an accessible format and environment, and to ensure that parents are signposted to appropriate support
20. to encourage parental participation in the planning and provision of support and information to parents
21. to use and contribute towards information sharing sources, such as websites/directories from the viewpoint of both parents and professionals. to provide feedback to the relevant agencies
22. to attend training and development opportunities as directed by line manager in order to develop skills and knowledge and keep up to date with developments in the field of parent support and information
23. the post holder will work closely in partnership with relevant agencies, professionals, support groups, etc, in order to fulfil all of the above responsibilities
24. Liaising with home to school transport
25. updating SEN information on school systems
26. lead on the management of provision of extracurricular activities and clubs
27. attend staff meetings

Safeguarding

1. to implement child protection procedures and policies
2. encourage good practice by promoting and championing safeguarding policy and procedures
3. maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and report this information when required
4. when students leave the school, ensure that a copy of their CP file is transferred to the new academy/school as soon as possible
5. to plan and assist on safeguarding training within Pinewood School
6. participate in regular, formal supervision sessions
7. respond appropriately to disclosures or concerns which relate to the wellbeing of a child
8. to collate and produce statistical information with regards to safeguarding and pupil groups
9. to attend and participate in Child Protection Conferences and Planning & Review meetings whilst working closely with colleagues in Children's Services as required, some of which may not be on site
10. to write and lead the process of Early Help Assessments (EHA's) and where appropriate act as lead professional and coordinate Team Around the Child meetings
11. to initiate and refer pupils to outside agencies and coordinate referrals
12. to participate in performance management

Support for Pupils

1. Deputy Designated Senior person for Child Protection
2. supporting the transition of new pupils into school
3. support in the positive and therapeutic behaviour management of pupils
4. support in the development of pupil social, emotional and relationship skills
5. offer support and counselling for pupils at an appropriate level, for example drawing and talking therapy, and 'snack and chat'
6. support pupils in the wider world and potential lived experiences and interests

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

It is not always possible to define completely the duties and responsibilities and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.

3. ORGANISATION CHART

Headteacher
SENCO

4. SUPERVISION

to work under the supervision of the SENCO and at times the DSP

5. JOB CONTEXT

Working for a special needs school and supporting children and their families. This will involve being based at Pinewood School, Ware, but will also involve home visits.

Work will come in consultation with the SENCO and/or the DSP or the headteacher.

6. CONTACTS

SENCO	- joint planning and assessment
Class Teacher	- joint planning and assessment
Parents/carers/family members	- two way sharing of information, planning and monitoring
External Agencies	- liaison with and supporting their work. sometimes being the lead professional

7. KNOWLEDGE, EXPERIENCE & TRAINING

- Communication skills, both written and oral
- Interpersonal skills
- Understanding the roles of coaching and mentoring
- Confidentiality, professional boundaries, safeguarding policy and procedures

- Services offering support to children and families, especially those from vulnerable groups
- Has knowledge of integrated practice, legislation and national guidelines relating to the Children's Act and Child Protection Act including the Common Assessment Framework and the role of The Team Around the Child
- Has demonstrable knowledge of the range of additional support or agencies which can be of assistance to vulnerable pupils and their families
- Has knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work
- Good IT Skills, including spreadsheets, databases, word processing and internet/email
- Has the ability to manage and prioritise workload
- Has the ability to reflect on, and develop own practices
- Is able to work in a trauma informed way and within the schools' relational policy
- Researching, refining and disseminating information
- Experience of writing reports
- Has curriculum knowledge and understanding
- Special educational needs knowledge and understanding
- The ability to work in an environment which is constantly changing and needs a flexible approach
- A full, clean driving licence
- Commitment to working as part of a remote team

8. PROBLEMS & DECISIONS

Behaviour - implement school policy

Unexpected changes in working arrangements e.g. SENCO/teacher/pupil/parent or carer absence - flexible approach to situation

Methods of liaising and working with individuals and small groups of pupils and parents/carers

Be confident in asking for help

9. ADDITIONAL INFORMATION

- a. Increasing expectation to engage in fuller professional development resulting from appraisal
- b. increasing expectation to be able to make/take independent decisions
- c. to integrate into all areas of job accountability the actions and behaviours required to actively implement the County Council's and Pinewood's equal opportunities