



Job Description: Safeguarding and Family Worker

Job title:	Safeguarding and Family Worker
Location:	Holy Trinity C of E Primary School
Grade:	Somerset Grade 11 scale point 20
Reports To:	Headteacher
Supervisory responsibility:	The post holder will be responsible for leading on day to day operational safeguarding, pastoral care of children and be innovative in developing strong family links to support the flourishing of children.

All members of the team employed by the Academies for Character and Excellence support and promote the Trust's mission, values and ethos. Our Trust Values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Purpose of the Role

To foster an environment where pupils flourish, are safeguarded from harm and families are supported and signposted to help and support. To work closely with the SLT to ensure our strong safeguarding culture is implemented, embedded and reflected on regularly.

To prevent the impairment of children's mental and physical health or development

The Safeguarding and Family worker will be responsible for strong safeguarding day to day procedures, working closely with staff and families to ensure children's wellbeing and safety.

Key Responsibilities

To undertake the day-to-day safeguarding duties of logging and monitoring safeguarding issues on CPOMS; directing and supporting teachers to attend and record TAF and TAC meetings and, where appropriate, attend child protection review meetings and Court hearings. To meet with external professionals (such as Education Engagement, social workers, Educational Psychologists, occupational therapists, health visitors etc).

To signpost families to external support agencies, such as FIS, PFSA, Citizen's advice, health and social care, parenting support, etc.



To make Early Help referrals as needed where concerns are beyond school level support.

To respond appropriately to disclosures or concerns which relate to the well-being of a child.

To develop strong links with the wider community beyond the school gates to ensure the reputation and influence of the school (eg church groups, parenting support, charities, etc).

Pastoral Care and Support

- Actively support pupils' social and emotional well-being, promoting independence and resilience (character outcomes).
- Act as a key point of contact for families, building strong and effective home-school partnerships.
- Liaise with parents, carers and external agencies to support a holistic approach to pupil development.
- Offer professional supervision for teachers where safeguarding concerns and incidents may cause distress and signpost to external support, if needed.

Teamwork and Collaboration

- Develop effective working relationships with the Headteacher, Deputy Headteacher, Assistant Headteachers and other staff to support the effective management of the pastoral support structure.
- Collaborate with specialist professionals, such as social workers, FIS, Early Help, health visitors, volunteers to support pupils effectively
- Contribute to the professional development of teachers to attend TAC and TAF meetings (and where appropriate child protection conferences) and to act as a lead professional on safeguarding cases.
- Work with other pastoral and family support workers collaboratively across the Trust in order to improve standards and sharing of ideas and initiatives.
- Contribute to Trust Improvement Groups (TIGS).
- Make a positive contribution to the wider life and ethos of the school.

Managing own performance and development

- Take responsibility for own professional development.
- Reflect systematically on the effectiveness of role.
- Prioritise and manage own time effectively.
- Work under pressure and to deadlines.
- Use effective ICT skills to maintain accurate, confidential and up to date records.



Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trust's health and safety responsibilities.