JOB DESCRIPTION

Position	Safeguarding Family Worker
Team	Pastoral
Line Manager	Deputy Headteacher
Salary	Bucks Pay Range 5 37 hours per week, 40 weeks per year

PRIMARY PURPOSE

- To provide high-quality support for students facing safeguarding issues, as well as their families
- To support parents and carers to keep their children safe from harm
- To manage reported child protection issues and ensure they are responsed appropriately
- To work proactively with parents, carers and agencies to monitor arrangements and plans for children's safety

MAIN DUTIES AND RESPONSIBILITIES

- To implement The Mandeville School's Child Protection policy and procedures
- To encourage a positive culture of safeguarding through provision of support, advice and guidance for staff members
- To work with parents and carers to identify and mitigate risks for children, and monitor actions taken for child with specific safeguarding plans
- Ensure that vulnerable students and survivors of abuse are supported appropriately and sensitively
- Attend meetings with Social Care and other agencies as required (some of which may take place outside of normal hours – this time will be credited back to the post-holder in lieu)
- To work with the Designated Teacher to ensure Children Looked After have appropriate supports within school
- To monitor CPOMS proactively, assign cases to relevant staff and monitor progress towards resolving reported cases
- Facilitate successful transition for students new to the school, including Year 7, Year 12 transition and in-year admissions
- Maintain awareness of, and liaison with, external support services so that our students can access appropriate supports
- Keep detailed, clear and centralised records
- Maintain high levels of confidentiality, discretion, compassion and tact

ACCOUNTABILTY

To the Deputy Head:

- fulfilment of the above duties effectively and efficiently
- compliance with the school's policies and procedures, including Safeguarding procedures
- ensuring that confidentiality is maintained at all time regarding personal information.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may change occasionally without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Date **Signature**

Person Specification:

Education and Experience	Essential	Desirable
Up-to-date Designated Safeguarding Lead qualification	✓	
Experience working with young people in a pastoral or safeguarding role	✓	
Experience working in a school or educational setting	✓	
Experience working with parents/carers/families of students, invluding vulnerable students, students under Safeguarding plans and children in care		✓
Good understanding of young people's emotional and mental health needs		✓
Knowledge and Understanding		
Good understanding of young people's emotional and mental health needs	✓	
Understanding of how to document and report safeguarding information	✓	
Willingness to work with parents, carers and colleagues of young people	✓	
Understanding of Safeguarding procedures and principles	✓	
Understanding of parents' and carers' needs and perspectives, and how to engage them in measures to support their children	✓	
Knowledge of the Early Help provision in Buckinghamshire and how to engage appropriate support for families as required		✓
Understanding of broader safeguarding and wellbeing supports available for young people within the community		✓
Skills & Attitudes		
Effective oral and written communications skills	✓	
Belief that all young people are worthy of respect, care and support	✓	
Excellent interpersonal skills both with children and staff	✓	
Good organisational skills and effective time management	✓	
Willingness to learn and develop oneself	✓	
Willingness to adapt to changing circumstances, show flexibility and calm	✓	
Willingness to engage with professional supervision	✓	