

Phillimore Community



Primary School

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	PHILLIMORE COMMUNITY PRIMARY SCHOOL
POST TITLE	SAFEGUARDING LIAISON OFFICER
ROLE PROFILE	LD4
JOB NUMBER	SCH/BP/LD/012/P
GRADE	6
RESPONSIBLE TO	HEADTEACHER
RESPONSIBLE FOR	PARENT SUPPORT ADVISER LUNCHTIME SUPPORT STAFF
PURPOSE OF JOB	UNDER AN AGREED SYSTEM OF SUPERVISION: TAKE A LEAD ROLE WITHIN THE SCHOOL TO ENSURE THE SAFEGUARDING OF CHILDREN AND SUPPORT FOR LOCAL FAMILIES IN ACCESSING SERVICES
RELEVANT QUALIFICATIONS	MEET HIGHER LEVEL TEACHING ASSISTANT STANDARDS OR EQUIVALENT QUALIFICATION OR EXPERIENCE EXPERIENCE OF SAFEGUARDING, BEHAVIOUR MANAGEMENT AND COUNSELLING SUPPORT EXCELLENT NUMERACY / LITERACY SKILLS EQUIVALENT TO NVQ LEVEL 2 IN ENGLISH AND MATHS

JOB DESCRIPTION FOR POST OF:- SAFEGUARDING LIASON OFFICER

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 SAFEGUARDING CHILDREN

1. To work with the Headteacher in ensuring effective procedures for safeguarding children are applied in school and carry out the role of Child Protection Liaison Officer.
2. To act as the link between the school and the Family of Schools in ensuring a coherent approach to safeguarding issues.
3. Make recommendations to the Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation
4. Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures and induction is completed for new staff
5. Have responsibility for ensuring all staff in school have appropriate recruitment checks and records are maintained in accordance with statutory and local procedures including checks on car insurance where appropriate.
6. Attend core group meetings on behalf of the school and undertake case management under the supervision of the Headteacher
7. Develop and maintain relationships with external colleagues in FIS
8. Oversee the school attendance monitoring and follow up on issues with external agencies
9. Provide support to children including informal counselling support where appropriate.

2 PARENTS AND COMMUNITY

1. Develop and maintain relationships with parents and carers to encourage participation in school
2. Assist other staff with the management of parental complaints and ensure procedures for these are followed.
3. Provide support to parents and carers including informal counselling support where required.
4. Ensure appropriate arrangements are in place to support parents and children in the smooth transition from primary to secondary school.
5. Develop and maintain relationships with external colleagues in FIS in relation to parental support
6. Manage the Parent Support Adviser

3 LUNCHTIME SUPERVISION

1. Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of children at lunchtime.
2. Manage the lunchtime supervisory staff and play staff ensuring appropriate deployment and training.

4 TEACHING AND LEARNING

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs as required
2. Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources
Undertake specified work to provide the delivery of PPA time within School

5 SUPPORT FOR THE SCHOOL

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Be responsible for the provision of out of school learning activities within guidelines established by the school
9. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Any other duties and responsibilities appropriate to the grade and role.