



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	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	
POST TITLE	SAFEGUARDING LIAISON OFFICER
ROLE PROFILE	LD4
TOOLKIT JOB REF NUMBER	ToolkitJD-10d
GRADE	6 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
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 AND EXPERIENCE	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 City Council and 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

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 MAST
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.

PARENTS AND COMMUNITY

10. Develop and maintain relationships with parents and carers to encourage participation in school
11. Manage parental complaints particularly in relation to safeguarding and behaviour issues. Assist other staff with the management of parental complaints and ensure procedures for these are followed.
12. Provide support to parents and carers including informal counselling support where required.
13. Ensure appropriate arrangements are in place to support parents and children in the smooth transition from primary to secondary school.
14. Develop and maintain relationships with external colleagues in MAST in relation to parental support

15. Manage the Parent Support Adviser

LUNCHTIME SUPERVISION

16. 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.
17. Manage the lunchtime supervisory staff and play staff ensuring appropriate deployment and training.

TEACHING AND LEARNING

18. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs as required
19. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
20. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
21. Help pupils to access learning activities through specialist support
22. Determine the need for, prepare and maintain general and specialist equipment and resources
23. Undertake specified work to provide the delivery of PPA time within School

SUPPORT FOR THE SCHOOL

24. 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
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Contribute to the overall ethos/work/aims of the school
27. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
28. Attend and participate in regular meetings
29. Participate in training and other learning activities as required
30. Recognise own strengths and areas of expertise and use these to advise and support others
31. Be responsible for the provision of out of school learning activities within guidelines established by the school
32. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

33. Manage Lunchtime Support Staff and Parent Support Adviser

34. Liaise between managers/teaching staff and pupil support assistants
35. Hold regular team meetings with managed staff
36. Represent support staff at teaching staff/management/other appropriate meetings
37. Undertake recruitment/induction/appraisal/training/mentoring for appropriate staff in school

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
