



## Job Description

**JOB TITLE** School Safeguarding Caseworker Family and Pastoral Support

**SALARY** Grade 8 (scp 31 – 11)

**RESPONSIBLE TO** The Headteacher

The post holder will report to the Headteacher, who may delegate this responsibility to an appropriate SLT member. Apart from other colleagues in the school, the main contacts of the job are the pupils, parents/carers, governors, senior officers within the local authority, staff within multi-agency teams, regional/national agencies, local forums, employers and professional associations.

### Main purpose of the post

- To work collaboratively with colleagues, parents/carers and agencies to support the achievement of pupils in each year group and ensure that there are smooth transition processes for all pupils and appropriate progress and achievement by vulnerable pupils.
- To be an advocate for pupils, supporting, protecting and promoting their welfare, championing the needs and rights of those who are vulnerable or with complex needs, ensuring that their voices are heard and responded to.
- To facilitate collaborative single or multi-agency working to ensure pupils have secure educational settings, are school-ready and are stable or, where possible, moving towards universal provision.
- To act as first point of contact for all initial safeguarding and child protection concerns and to take decisions as to which staff/agencies need to be informed and to make direct referrals

To deliver parenting programmes such as the Webster-Stratton programme and Parent Gym to groups of parents.

- To provide a comprehensive and high quality support service to the school to improve overall school attendance.



## **Main duties and responsibilities**

### **Support for pupils**

1. To monitor the systems in place to support and reward pupils, to support their standards of attendance and punctuality and then report on these to the Headteacher. This includes inputting data and the setting up and monitoring of pupils on report
2. To identify, support and monitor pupils perceived at risk and refer pupils as appropriate to Early Help/Child Protection/Vulnerable Children's meetings. This includes attending case conferences and liaison with supporting agencies, close monitoring of attendance, punctuality and academic support, the completion of required documentation and the sharing of this as appropriate with relevant staff
3. To monitor the progress of pupils, identify where additional support/services may be required and put processes in place to broker their involvement including developing strong links with multi-agency teams and attending multi-agency/Early Help meetings
4. To take a lead and be responsible for the Early Help assessment process. This includes meeting with parents, processing and submitting the paperwork
5. To monitor the progress of pupils on the school's Child Protection Register, acting where appropriate to ensure effective interagency support for that individual.
6. To monitor the Child Protection systems in place to support pupils and report these on to the senior designated person for Child Protection.
7. To liaise closely with schools and settings, and parents/carers to develop and provide appropriate packages of support for pupils on the school's Child Protection Register
8. To facilitate the provision of and access to support for pupils on the school's Child Protection Register from all relevant statutory and non-statutory multi-agency resources.
9. To manage the school 'Vulnerable Pupils' Team and facilitate regular meetings to ensure quality assurance
10. To ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to school from planning and intervention meetings are carried out and monitored effectively

11. To undertake home visits as required including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworkers

## **Support for parents**

12. In partnership with parents, identify the need for support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.

## **Support for the school**

13. To be fully conversant with statutory requirements and Safeguarding procedures relevant to the needs of pupils, and to provide advice about these to a range of stakeholders
14. To contribute to capacity building through training programmes for school, parent/carers and all staff involved in Child Protection (teaching and support)
15. To work alongside the DSL in taking the lead for whole staff Safeguarding training
16. To identify specific Safeguarding issues in school and contribute to the delivery of relevant sessions for targeted pupils
17. To challenge and support school, governors, parents/carers and agencies to improve outcomes for pupils
18. To ensure there is good correspondence with parents/carers with regard to transition arrangements particularly for Nursery, Reception and Secondary School
19. To be flexible and attend high profile case meetings as and when required.

## **Attendance**

20. To participate in attendance panel meetings and coordinate any actions required.
21. To carry out daily checks of the school's attendance and late registers and to follow up any absence where no reason has been provided
22. To pay close attention to early identification and prevention of poor attendance and punctuality. To work with parents to identify why their children are not achieving full attendance to ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and family

## **Admissions**

23. To ensure that the Headteacher is provided with up to date information on 'In Year' admissions
24. Under the direction of the headteacher, to ensure that the school complies with the School Admissions Code and the LA integrated admissions procedures
25. To keep up to date lists for admissions in the Nursery and Reception classes and to make these available to the Headteacher on request

## **General**

26. To maintain in good relationships with colleagues and work together as a team
27. To be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop
28. To contribute to the overall ethos, strategies and objectives of the school and Trust
29. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
30. To safeguard and promote the welfare of pupils
31. To carry out all duties and responsibilities with due regard to the Wythenshawe Catholic Academy Trust's existing policies and procedures, such as child protection, health and safety, equality and data protection

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post

**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered**



## Person Specification

School Safeguarding Caseworker Family and Pastoral Support

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
<b>Experience</b>		
Substantial experience of working with parents/carers, children and young people and/or schools and school settings	E	A/I/R
Experience, knowledge and understanding of appropriate current relevant legislation, policy and guidance documents	E	A/I/R
Experience of developing, delivering and evaluating training.	E	A/I/R
Experience of working openly and collaboratively with multi agency colleagues and professionals and understanding of the issues around confidentiality.	E	A/I/R
<b>Qualifications</b>		
Willingness to participate in training, performance management and self-evaluate learning needs and actively seek learning opportunities	E	A/I/R
It is essential that you hold a Designated Safeguarding Officer Training (Level 3 Safeguarding) qualification	E	A
Willingness to undergo minor first aid training	D	A/I
<b>Knowledge/Skills/Abilities</b>		
Excellent oral and written communication skills and the ability to interpret and articulate complex information to people at all levels	E	A/I/R
Demonstrable problem solving, decision making, influencing and analytical skills	E	A/I/R
Excellent presentation and facilitation skills for meetings with individuals and groups	E	I/R



Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings.	E	A/I/R
Advanced IT skills, including word processing and database use.	D	A/I
Team player with a positive attitude and the ability to inspire and motivate.	E	A/I/R
Ability to plan, prioritise and organise own work efficiently and effectively in order to meet deadlines.	E	A/I/R
Ability to manage a range of tasks and multiple priorities with confidence	E	A/I/R
Ability to travel to various sites.	E	A/I
Ability to self-evaluate learning needs and actively seek learning opportunities	E	I/R
<b>Personal styles/Behaviour</b>		
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	E	A/I/R
Ability to establish and maintain positive relationships that generate confidence and respect.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges	E	A/I/R
Ongoing commitment to inclusive education practices and equality of opportunity.	E	A/I/R
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the pupils	E	A/I/R
Drive, tenacity, and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.	E	A/I/R
Personal commitment to continuous self-development	E	A/I/R
Personal commitment to continuous school improvement	E	A/I/R
Demonstrate awareness and commitment to upholding equal opportunity policies	E	A/I/R

Willingness to consent to and apply for an enhanced disclosure and barring list check	<b>E</b>	<b>A/I</b>
To maintain confidentiality relating to the staff and pupils of the school at all times	<b>E</b>	<b>A/I/R</b>
To uphold all aspects of safeguarding	<b>E</b>	<b>A/I/R</b>
Personal commitment to the school's professional standards, including dress code as appropriate.	<b>E</b>	<b>I</b>
Willingness to comply with all school policies.	<b>E</b>	<b>A/I/R</b>

**\*Application/Interview/References/Selection Process:** The WCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**