

Senior Family Liaison Office (Senior Designated Safeguarding Lead)

PURPOSE OF THE POST

- To lead, under the direction of the Deputy Headteacher, the continuation of a strong culture of safeguarding across Elms Bank School and College.
- To lead the coordination of the work of the Engagement and Wellbeing Team support practitioners in relation to safeguarding, being a point of contact to aid the operational functions of the team.
- Operational oversight/advice to pastoral support staff on matters relating to safeguarding and daily attendance.
- To lead a weekly strategic safeguarding meeting to ensure all meetings are allocated, information is gathered, and safeguarding concerns are followed up.
- Operational oversight of filtering and monitoring arrangements and management of alerts, providing feedback to the DSL and IT Technician on the infrastructure.

DUTIES AND RESPONSIBILITIES

- To lead the co-ordination of the operational safeguarding work and resources across school and college.
- To receive and coordinate referrals, arranging actions and reviewing services for children and families through the TAF process and across the continuum of need.
- To lead the weekly review of safeguarding incidents ensuring that each concern has been appropriately actioned. Report key updates to SLT weekly.
- To liaise throughout the week with the DSL, keeping them up to date with key issues and prioritise scheduled coaching sessions with the DSL.
- To maintain accurate, confidential and up to date documentation on all cases of social care, safeguarding and child protection.
- To oversee the safeguarding data spreadsheet ensuring that is kept up to date with key contacts, referrals and information requests. Communicate capacity with the DSL at regular intervals.
- To maintain a caseload of safeguarding cases, Early Help, CIN, CP, and CLA.
- To monitor, and quality assure the recording of safeguarding information, providing advice and guidance to staff fostering a culture of coaching and accountability.
- To work directly with children in need of help and their families in the community.
- To attend local authority DSL forum.

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- To promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To be a source of advice and expertise in matters relating to the Prevent Duty.
- To provide support and guidance to carers and as part of our wider parental engagement strategy. This may include facilitating parental workshops/delivery of programmes.
- To engage in supervision to support positive outcomes for children.
- To lead meetings (TAF/CIN/CP) and attend a range of other meetings to ensure that each vulnerable young person receives the very best input from a range of services.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To lead colleagues in all aspects of supporting the safeguarding of young people with support from the DSL.
- To help lead in the development of safeguarding training and CPD across Elms Bank with the support from the DSL.
- To ensure that the school promotes a positive image in the community in all matters related to the care of young people.
- To help lead the commitment to safeguarding ethos and promote the welfare of children and young people ensuring that they are protected from harm. To be able to recognise the additional barriers which children with SEN/D face in remaining safe, and to advocate for them.
- Attend home visits where required and be a point of contact for colleagues undertaking home visits.
- Carry out risk assessments for student wellbeing, behaviours of concern and home learning.
- Attend meetings as appropriate and record accurate minutes as required.
- Attend staff/development meetings at school, as required.
- Undertake administrative tasks as necessary.
- To appreciate and support the role of other professionals to best meet the needs of pupils.
- To communicate effectively to all members of the Partnership and wider community in particular, on matters concerning pupil safety, behaviour and attendance.
- To contribute to the overall visions, values and aims of school.
- To be committed to the principles of on-going professional development and to undertake appropriate training as required.
- To undertake any other duties and responsibilities commensurate with salary or instructed by SLT
- When required, contribute to Trust projects and collaborative working.

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CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

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CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Education to degree level or significant experience of leading a caseload safeguarding children in a relevant field eg, Teaching, social work, nursing, youth work • Extensive experience of working with children and young people in relation to child protection and safeguarding issues. • Extensive experience of working with / supporting SEN/D pupils and an understanding of the barriers they face in relation to safeguarding, engagement with learning and wellbeing. • Proven experience of acting as a lead professional completing Early Help assessments, children and families' assessments or other relevant assessment tools. • Experience of working autonomously, managing a caseload of young people. • Extensive experience of acting as a lead professional responding to day-to-day safeguarding concerns • Child Protection Level 3 trained/ DSL trained /be willing to undertake training 	<ul style="list-style-type: none"> • Experience of being a DSL/DDSL in education or residential care, social worker, family support worker or Early Help practitioner 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Experience of and ability to demonstrate leadership qualities in responding to and managing safeguarding concerns. • Thorough working knowledge of child protection legislation, statutory guidance and LA procedures for safeguarding young people including levels of intervention (CLA, CP, CIN, Early Help, Universal). • Ability to challenge professionally and tenaciously to support children • Clean Driving licence, access to a vehicle and willingness to complete home visits as required. • Ability to use ICT software such as Microsoft, CPOMS, and other packages. • Ability to communicate effectively with a range of stakeholders. • Experience of providing mentoring/coaching of colleagues in relation to child welfare. 	<ul style="list-style-type: none"> • Experience of building community/voluntary/ parent/ carer and partner agency links. • Experience of leading a team or community project/ area of school development. • Experience of delivering training to others • Understanding and experience of the safeguarding management of child-on-child behaviours and how to respond effectively to reports of harmful sexual behaviour. 	

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CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Ability to lead and coach others in safeguarding and teamwork.
- Lead the day to day functions of a busy team prioritizing resources effectively.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers.
- Able to improve their own practice through observations, evaluations and discussion with colleagues.
- Excellent attendance record.
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