

Job Description: School and Family Worker

Job Purpose

Support the Headteacher in the implementation of safeguarding and child protection policies and procedures, ensuring all safeguarding and child protection issues concerning children and young people are responded to appropriately.

Base: Pelton and Beamish Primary Schools

Responsible to: Headteacher

Grade: NCDAT Support Staff Grade 4

Main Responsibilities

Act as an initial point of contact on safeguarding queries and a source of advice to colleagues.

Support students who are wishing to make a disclosure or contributing to an investigation process etc.

Work closely with the Designated Safeguarding Lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.

Ensure the Executive Headteacher, Deputy Headteacher (Safeguarding) and all other relevant Designated Safeguarding leads, and staff are briefed as necessary on safeguarding incidents and concerns.

Liaise with a wide range of external agencies including police, health services, local authority on matters of safety and welfare (including online and digital). Providing family learning and other support where necessary.

Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Ensure child protection information is recorded confidentially and stored securely in line with statutory requirements and good practice. Understand the importance of information-sharing both internally and externally.

Receive, record and respond to information on school systems from anyone who has concerns about a child or young person. This includes:

- o assessing and clarifying information
- o making referrals to statutory organisations as appropriate
- o consulting with and informing the relevant members of the organisation's management
- o following the organisation's safeguarding policy and procedures
- o liaising with, passing information to and receiving information from statutory child protection agencies such as the Local Authority, child protection services and the Police

Support the effective use of CPOMS across Pelton and Beamish Primary Schools, reviewing incidents and collating and managing the actions as and where appropriate.

Monitor staff safeguarding training, ensuring records are up to date and highlighting where refreshers are required.

Operate at all times within the statutory framework for safeguarding as well as the academy's safeguarding policy & procedures. Comply with the other policies and procedures of the Trust.

Take proactive steps to ensure knowledge and skills are regularly refreshed to keep up with relevant developments; including inter-agency child protection procedures developed by the local child protection agencies and legislation/guidance relating to child protection and abuse.

Attend regular training in issues relevant to child protection and safeguarding and share knowledge from that training with everyone who works or volunteers with young people at the school.

Support students throughout the day by fulfilling pastoral responsibilities and attendance.

Liaise with other Nursery and Primary Schools to obtain safeguarding information and files prior to students starting the schools.

Attend and prepare reports and documentation for all levels of safeguarding meetings including TAF's Children in need, Strategy and Child protection meetings.

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support in regard to safeguarding and attendance.

The post holder will be the single point of contact (SPOCC) for the prevent duty.

Transport children and their families if required and conduct home visits.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.

Name of Post Holder:

Signature of Post Holder:	Date:
Signature of Line Manager:	Date:

Person Specification: Safeguarding Officer

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	5 GCSEs or equivalent, including grades 9 to 4 (A* to C) in English and Maths NVQ Level 3 or equivalent in a relevant area	Degree Current First Aid Certificate or willingness to work towards Level 3 Safeguarding	Application form
Experience	Sustained recent experience of working with children and young people in an education setting Experience of working with agencies relating to child protection and safeguarding	Proven track record of working with external agencies to support students and their families	Application form, Interview/Assessment, References
Professional Skills & Knowledge	A working understanding of school safeguarding procedures Understands and acts on responsibility for the safeguarding and welfare of students Good written and communication skills Good behaviour management skills IT skills Ability to respond to feedback, reflect on and develop own professional practice	Knowledge of Arbor/CPOMS/Class Dojo/SEND Support or equivalent Current Child Protection legislation and statutory duty of educational establishments	Application form, Interview/Assessment, References

	Maintains appropriate professional boundaries with students and parents		
Personal attributes	<p>Personal resilience including ability to work effectively under pressure, on sensitive and potentially distressing issues</p> <p>A positive role model of professional practice and conduct to others</p> <p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of an internal team and with external agencies/services.</p> <p>Punctual and reliable</p> <p>Suitability to work with children</p> <p>Full clean driving license, or access to mobility support</p>		<p>Application form,</p> <p>Interview/Assessment,</p> <p>References</p>