



Family Support Liaison & Safeguarding Lead

RECRUITMENT PACK

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Ofsted
Outstanding





Vacancy Summary

Post:	Family Support Liaison & Safeguarding Lead
Hours:	Full Time
Salary:	LBC NJC – L7 (SCP 26 – 28) from £37,280 - £39,152
Job Purpose:	To write policies related to safeguarding and to co-ordinate the work of the family Team at Tennyson Road Primary School. In addition, to ensure a strong link and constant liaison between the family team, additional support teams and the Senior Leadership Team within the school.
Location:	Luton, LU1 3RS/LU1 3BZ
Reporting To:	Head of School
Safeguarding Children:	Designated Safeguarding Lead
Supervisory Management	To write policies related to safeguarding and managing team of Pastoral Support Assistants
Financial Resources	Small Budget
Physical Resources	Fully Equipped Family Room
Other	Will be part of the extended SLT

CONTEXT: The Family Team will often work with children and families in challenging circumstances. A high degree of resilience is required.

Lone working – visiting unknown families in their own personal environment.

The client group can include children/families who do not wish to engage with professionals and may therefore exhibit anger/aggression. Extensive contact with service users will mean that the post holder will be expected to adhere to Health and Safety Guidelines on safe working and risk assessments.

The main contacts for the Family Team are the Executive Headteacher and others in the Senior Leadership Team, school staff, children and families, other Council departments, outside agencies that work with children, and members of the public.

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurized environment.

THE DESIGNATED SAFEGUARDING LEAD

The designated safeguarding lead has lead responsibility for safeguarding and child protection for your specific site.

In this case your responsibilities are for Tennyson Road Primary School South and North Campus.

As the designated safeguarding lead you will:

- Refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the disclosure and barring service as required
- Refer cases where a crime may have been committed to the police as required
- Ensure the school's child protection policies are known, understood and used appropriately
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the board of trustees and local governors
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Ensure that the school (both north and south campuses) have compliant reporting and recording procedures, including cloud-based reporting
- Ensure that the procedures for welcoming visitors to the school(s) are robust and that any pre-checked DBS measures are up to date through liaison with the HR manager



About Our Trust



The Tennyson Learning Community is a small Multi Academy Trust that invests in teachers and leaders to carry out their roles effectively, in order to attain excellence in its schools.

Dedicated to improving standards, we believe strongly in the benefits of working collaboratively across the Trust to drive outcomes and attainment.

We are proud to run one of the highest performing primary schools in the country – Tennyson Road Primary School, Luton. we are able to offer an outstanding school improvement model with a proven track record.

In return of your commitment and hard work we offer:

- A school team who will share your energy and enthusiasm
- A brilliant community of professionals across the Trust, with great expertise
- A superb professional development programme and career opportunities within the Trust
- Wonderful children who love learning
- Competitive pay rate
- Private health care plan

We are driven by a moral purpose and a vision that ensures every child has the right to outstanding teaching and, every academy, exceptional leadership. It is our vision to work with our children, their parents and carers and our staff to create and to sustain excellent academies.



Welcome from the Head of School



We pride ourselves on being a forward thinking, fully inclusive school. We strongly believe in supporting every child to reach their full potential and provide high quality support and interventions as part of a child's learning journey here.

Our school motto is "You, your school, your world, make the most of it!" and we firmly believe that working closely with pupils, parents and carers is key to positive outcomes for our pupils, helping them to leave our school equipped and ready for secondary education and the demands of modern life.

Children take part in engaging and exciting lessons and activities. Visitors and events such as drama workshops and artists are regularly welcomed to school to enhance and enrich our pupils' learning opportunities further.

We fully believe that children who are interested, challenged and engaged will learn more. We aim to provide an excellent education for our pupils together with parental support through a strong home school relationship. Children also learn about today's society and the importance of diversity and to respect others regardless of ability, gender, ethnicity, sexuality or religion.

It is a great privilege for us to have the opportunity to lead a team of talented, professional, and dedicated staff who aim to create a primary school in which every pupil flourishes in a caring, happy environment.

OFSTED – June 2024

The school is aspirational for pupils' personal development. Leaders take care to think about the cultural and social experiences they want pupils to have."

"Pupils thrive at this inspirational school. They progress exceptionally well from their starting points."

Carla Gotch

Head of School

Tennyson Road Primary School



“You, your school, your world – make the most of it!”

We are an oversubscribed and friendly three-form entry primary school on two sites: **Tennyson Road South and Tennyson Road North.**

Our south site is situated on Tennyson Road, whilst our north site is situated on Surrey Street, both a short walking distance from each other.

At Tennyson Road Primary, we are...

- Working with families to create a caring community atmosphere in which the value of every individual is recognised.
- A learning community where children display an enthusiasm for lifelong learning, and the skills and resilience to achieve their potential in our rapidly changing world.
- A caring, dedicated staff committed to providing an engaging curriculum for all children and sharing best practices in teaching and learning.
- A place where staff, governors, children, their families and our broader community, work in partnership to encourage all at Tennyson Road Primary to aim high



About Our Vacancy

Principal Responsibilities

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1.	Co-ordinate work of the Family team to ensure that individual families are adequately supported. Liaise with team where further advice or intervention is required. Ensure that Family team are aware of school policies relating to their work and that they meet requirements of their job description. Take responsibility for the performance management of the Family Team.	50
2	Work within the context of the school development plan, to promote, develop, co- ordinate and deliver where appropriate, family learning activities. To encourage adult learning within the school to support the development of pupils. Manage a small budget for implementing Family focused activities.	10
3	To represent the school and the pupil at social care meetings, this may involve those pupils on the Child Protection Register. To be one of the school's designated Child Protection Officers and to report & liaise with the Headteacher when necessary.	10
4	Undertake structured assessment of the needs of the children with their parents and carers, through school based meetings & home visits	10
5	Promote, liaise and develop collaborative working relationships and practice with other agencies that support the child i.e., Social Care Disabilities Team, Health Agencies	10
6	To assist families, if necessary, with the completion of paperwork that will support the development and opportunities for the child i.e. CAF forms, DLA applications, respite care requests	4
7	Work with the Executive Headteacher/ Head of school and other school staff to identify, develop and implement strategies to support the engagement of families	4
8	Maintain comprehensive records, including statistical data and report these to Headteacher on a regular basis	2

What Happens Next

Please review the Job Description and Person Specification, if you require these documents in any other format, or have any other accessibility requirements, please contact us on TLCrecruitment@tennysonroad.school

Our application process is accessed by applying through [My new Term Tennyson Learning Community, Luton | Teaching Jobs & Education Jobs | MyNewTerm](#)

Please do not hesitate to contact the school for an informal conversation about the role. Interviews will be held soon after closing date listed on the posting.

Candidates should refer to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Diversity and Inclusion

The Tennyson Learning Community values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed.

We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.



Safeguarding Children and Young People

The Tennyson Learning community and the academy schools are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Social media checks

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

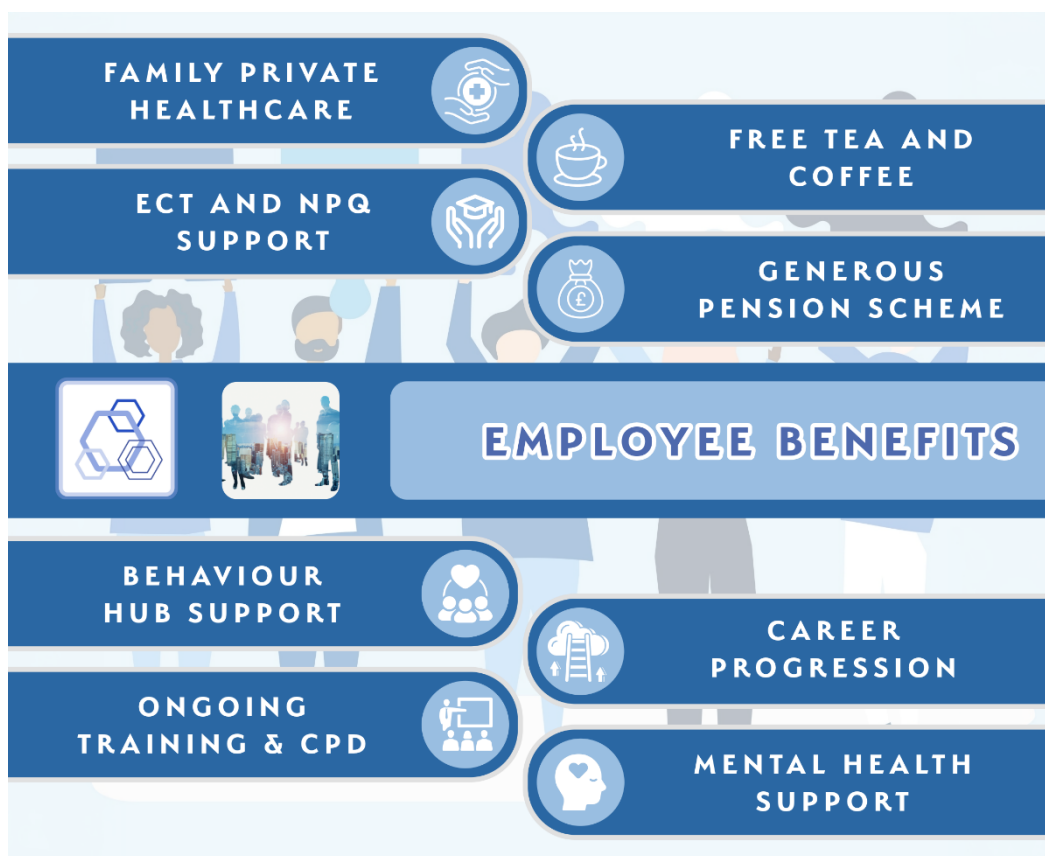


Our Offer

The Tennyson Learning Community seek to appoint colleagues who share in our values and belief that **“Every Child Can”**.

We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning
- Embedding initiatives to support with reducing staff workload;
- A strong supportive environment with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;





Tennyson Road

Primary
School

