



**Inspiring Futures
through Learning**

Role Title: Designated Safeguarding Officer and Family Support Worker

Accountable to: Headteacher

Grade: E

Purpose of job

The job holder will be responsible for facilitating the educational partnership between home, school, wider school community and other agencies, by support, liaison and negotiation; and where conflict arises to act as a facilitator in finding successful resolutions. This role will include the responsibility of day to day safeguarding practices (including child protection).

Key Objectives

- Responding to immediate needs in school as they arise.
- Monitoring CPOMS, responding to need with appropriate actions, referrals etc.
- Managing referrals to social care and other agencies as needed.
- Maintaining accurate and secure child protection records.
- Keeping up to date with legislation, guidance, and best practices around child protection.
- Serving as the point of contact for staff to discuss any safeguarding concerns.
- Representing the school at multi-agency meetings and conferences.
- Meeting and updating the DSL team.
- Day to day safeguarding duties at Chestnuts Primary School by attending meetings, writing reports, forming links with families and pupils and co-operating with other agencies.
- Maintain first aid and general health facilities including the safe storage of equipment, medicines and consumables.
- Support attendance initiatives by record keeping and communicating with parents and other agencies as needed.
- To lead on monitoring and improving the medical welfare and attendance of all pupils in the school.
- Support families and signpost to Early Help Support Liaison with mental health support team.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Interaction with colleagues, external agencies, parents and others in support of pupil health, welfare, behaviour and attendance.
- May be required to participate in home visits to support pupils and discuss issues and progress.

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate.
- Encourage pupils to interact with others constructively and engage in activities led by the teacher.
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

Other information

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

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All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				
Attainable: <i>Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time</i>				A Application I Interview T Testing R Reference
Desirable: <i>Applications will be preferred from candidates with the denoted qualifications or experience</i>				
Essential: <i>Applicants without the denoted qualifications or experience will not be considered for this role</i>				
Qualifications	Relevant professional qualifications which support the expertise of safeguarding field		X	A
Skills / Experience	To have substantial and current experience of leading staff and/or teams in relation to safe guarding		X	A
	To have taken an active involvement in working with a range of external agencies, policies and protocols	X		A/I
	To have a knowledge and understanding of safeguarding in relation to the education sector	X		A/I
	To be able to effectively use School systems and policies to monitor and support the safety and welfare all students and staff at the School.	X		A/I
Professional Attributes	To be able to demonstrate an understanding, awareness and empathy for the needs of the students within school and how these could be met.	X		A/I/T
	To have excellent written and oral communication skills	X		A/I/T
	Takes timely and effective action where required	X		I
	Ability to manage difficult situations in a professional and sensitive manner which demonstrates support and mutual respect	X		A/I/R
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning, particularly with pupils with special educational needs		X	I,R
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X	I,R

Using initiative	Using agreed techniques and processes to deal with day to day issues and problems		X		I,R
Working independently	Prioritise, plan and organise yourself and others.	X			I,R
Managing people	Co-operative working with colleagues		X		I,R
Managing resources	Equipment; Keeping accurate records when required		X		I,R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X		I,R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I,R