

KING'S LEADERSHIP
ACADEMY BOLTON

FAMILY LIAISON
OFFICER / DEPUTY
DESIGNATED
SAFEGUARDING LEAD

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.



Our vision is **“To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow’s world”**.

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means 'we believe'.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for under performance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's Bolton is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Yours faithfully,

Mr Jason Roberts

Principal



Family Liason Officer / Deputy Designated Safeguarding Lead

Salary: Scale 6, Pts 18 – 22. (£31,537 - £33,699 FTE). Actual £27,217 - £29,083

Contract: Term Time Only + 5 Days

Hours: 37 hours per week

Location: King's Leadership Academy Bolton, part of the Great Schools Trust

Reporting to: DSL Senior Leadership Team

Start date: April 2026

Working at King's Bolton

King's Leadership Academy, Bolton, is seeking an enthusiastic and committed Family Liaison Officer / Deputy Designated Safeguarding Lead (DSL).

King's Leadership Academy Bolton is located close to the centre of Bolton with good access to both the M6 and M62. In January 2024, our staff and students moved into a new state-of-the-art building. Class sizes at the school are below average, and every student has access to a personal computer tablet. Innovation is one of our strengths, supporting our modern approach to education alongside our commitment to the highest expectations.

King's is a vibrant and diverse school which enjoys a strong sense of community amongst both staff and students. This position is available due to the school's expansion. We now wish to appoint an ambitious, compassionate and highly motivated individual who is committed to supporting the wellbeing, safeguarding and success of every student.

The successful candidate will play a key role in strengthening relationships between the school, families and external agencies, ensuring that students and their families receive the support they need to thrive. Working closely with the Designated Safeguarding Lead and pastoral teams, the Family Liaison Officer / Deputy DSL will contribute to maintaining the highest standards of safeguarding and promoting a safe, inclusive environment where every young person can flourish.

Key Benefits

- A trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being along with services such as counselling and access to a child and dependant care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust
- Salary sacrifice scheme - Cycle to Work





Purpose of the role

The Family Liaison Officer / Deputy Designated Safeguarding Lead (DSL) will support the Designated Safeguarding Lead in promoting and maintaining a strong safeguarding culture across the academy, acting as Deputy DSL when required.

The postholder will work closely with students, families and academy staff to remove barriers to learning, strengthen home-school relationships, and promote high levels of attendance, engagement, wellbeing and access to education.

The role involves working collaboratively with families, external agencies and internal teams to ensure timely support and intervention for children who may be vulnerable or at risk. The postholder will contribute to safeguarding processes, support child protection procedures and lead on Early Help assessments and plans where appropriate to ensure pupils and their families receive the support they need.

Key accountabilities

Specific responsibilities:

- Act as Deputy Designated Safeguarding Lead (DDSL), supporting the DSL to ensure safeguarding practice is robust, effective, and compliant.
- Deputise for the DSL in their absence, taking appropriate action on safeguarding concerns, referrals and decision-making as required.
- Respond appropriately to safeguarding disclosures or concerns relating to the welfare of a child.
- Maintain accurate, confidential and up-to-date safeguarding records, ensuring secure record keeping and appropriate information sharing.
- Support staff understanding of safeguarding responsibilities and promote safeguarding across the academy.
- Attend and contribute to safeguarding meetings, including Child Protection Conferences, Core Groups, Child in Need meetings, Early Help meetings and strategy meetings, including those held outside normal working hours where required.
- Liaise with external agencies such as Children's Social Care, CAMHS, Early Help and other statutory/voluntary services to support and safeguard students.
- Support safeguarding systems and contribute to best practice, ensuring the "best interests of the child" principle is central to all work.

Family Liaison and Targeted Support

- Develop and maintain positive relationships with parents/carers to improve engagement, communication, and trust.
- Work directly with families in school and within the community (including home visits where appropriate) to assess barriers to attendance, wellbeing and learning.



- Support families through early intervention plans, acting as lead professional where appropriate and coordinating support with other agencies.
- Identify unmet needs and signpost families to relevant support services.
- Support vulnerable students with emotional wellbeing and ensure appropriate plans are in place.
- Provide practical advice and guidance to parents/carers around routines, boundaries, emotional needs and attendance expectations.

Attendance Support

- Support the academy's approach to improving attendance and reducing persistent absence.
- Monitor attendance patterns and identify students requiring early intervention.
- Make first day absence calls and follow up where required, including home visits or meetings in school.
- Work closely with pastoral teams, attendance leads and safeguarding colleagues to support students experiencing emotional school-based avoidance (ESBA).
- Provide regular updates to the DSL/SLT on attendance-related safeguarding concerns and trends.

Multi-Agency Working and Early Help

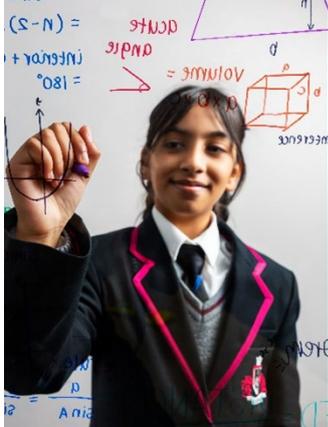
- Coordinate and contribute to Early Help processes, including completing assessments and supporting reviews, ensuring documentation is accurate and of good quality.
- Attend Team Around the Family (TAF) meetings and ensure actions are followed through and recorded.
- Liaise with feeder schools (where relevant) to ensure safeguarding information is transferred appropriately and in a timely way.

Administration, Reporting and Record Keeping

- Maintain high quality confidential records of all interventions, safeguarding contacts and family support work.
- Produce reports and summaries for internal review, safeguarding audits and meetings where required.
- Use academy systems to record and analyse relevant data (attendance, safeguarding, student wellbeing) and identify trends.
- Ensure safeguarding files are stored securely and transferred appropriately when students move schools.

Professional Standards

- Maintain the highest standards of confidentiality and professionalism at all times.



- Undertake relevant CPD and keep safeguarding training current and valid.
- Promote and uphold the academy ethos and values.

Other

- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

Qualifications and Education

- Minimum of GCSEs (or equivalent) in English and Mathematics at grade C/4 or above. (E)
- A-Levels or equivalent post-16 qualifications; a bachelor's degree, especially in education or a related field, is advantageous. (D)
- Safeguarding training to an appropriate level (or willingness to complete upon appointment). (D)
- Additional relevant training or certification, such as child safeguarding or behaviour management courses. (D)

Experience

- Experience working with children/young people and families, including dealing with sensitive/confidential matters. (E)
- Experience of safeguarding processes and multi-agency working. (E)
- Previous experience in a school environment or a similar educational setting. (D)
- Experience leading Early Help processes/acting as lead professional. (D)

Skills and Abilities

- Strong Communication: Ability to communicate effectively with students, colleagues, and parents. (E)
- Strong understanding of safeguarding and child protection responsibilities. (E)
- Ability to keep accurate records and maintain confidentiality.
- Ability to work calmly under pressure and respond appropriately in urgent situations.
- Basic ICT Skills: Proficiency in using educational software. (E)

Personal Attributes

- Professional integrity, discretion and sensitivity. (E)
- Empathy and Patience: Understanding student needs and handling challenges in a calm, supportive manner. (E)
- Reliability and Punctuality: Consistent in attendance and adhering to school schedules. (E)
- Professionalism: Ability to maintain a professional demeanour and handle confidential information with discretion. (E)
- Positive Attitude: Motivated and enthusiastic about working in an educational setting. (E)



Knowledge

- Basic understanding of child protection and safeguarding protocols. (E)
- Knowledge of the national curriculum and how lessons are structured. (D)
- Awareness of common educational challenges and techniques to support student engagement. (D)

Other Requirements

- DBS Check: Ability to pass an enhanced Disclosure and Barring Service (DBS) check. (E)
- Commitment to School Policies: Willingness to uphold and promote the school's ethos, values, and behaviour policies. (E)
- Flexibility: Willingness to cover various subjects as needed and step in for short-notice cover. (E)

(E) Essential, (D) Desirable

Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

Data Protection

Protecting your personal data is of the utmost importance to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide us with will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR). You have the right to object to us processing your data in this way.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition** check (where applicable)

