

Job Description

Family Liaison Officer & Deputy Designated Safeguarding Lead



Job Category: Educational Support Staff

Reports to: Line Manager/Headteacher (or another designated person)

Line manages: N/A

Purpose of the Role

To lead the school in setting the highest standard of safeguarding and pastoral support for pupils and their families.

Key Duties and Responsibilities

- To ensure safeguarding training and procedures are up to date and that systems are adhered to in relation to recruitment, visitors and off-site visits in line with current legislation.
- To provide a vital link between families and the agencies working with them.
- To promote the involvement of parents and families within aspects of school life.
- To organise regular parent forum meetings, sibling and family groups.
- To represent, as required, the school at Child Protection, Core Group, Children in Need, and Team Around the Family meetings, LAC and single agency support, chairing meetings as required.
- To complete necessary paperwork to gain support for families through the Early Help Assessment process.
- To work closely with other agencies to ensure that appropriate support is found and forthcoming.
- To ensure safeguarding incidents are acted upon immediately and Safeguarding Lead informed (DDSLs).
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns that relate to the wellbeing of a child.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and escalate where appropriate.
- To liaise with statutory agencies and ensure appropriate information sharing and multi-agency working.
- To liaise with school staff about any child under a plan and deliver updates from teaching staff in meetings.
- To implement support packages for vulnerable children. Ensure that they are monitored for impact and recorded. Produce case studies that demonstrate reflective working and impact on the children and their families.
- To plan and assist with safeguarding training in school.
- To maintain confidentiality at all times.
- To support designated Lead as required.
- To attend meetings of children under protection/support plans.
- To liaise with SLT and support the monitoring of attendance.
- To write and distribute attendance letters to parents if attendance is below 90%.
- To co-ordinate time tables, liaising with Therapists etc
- To plan and organise school activities/events/themed weeks/workshops in collaboration with SLT.
- To complete administrative tasks required by School, in a timely manner, to support the efficient running of the Safeguarding and Pastoral team.
- To update, collate and manage data, ensuring pupils records are updated using computerised systems, eg Behaviourwatch/Schoolpod, or other databases/school recording systems.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures

- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.