

Job Description

Post: Family Liaison Officer and Designated Safeguarding Lead (DSL)

Responsible to: Assistant Headteacher

JOB OUTLINE

PURPOSE OF ROLE

- Being the Deputy Designated Safeguarding Leader and investigate concerns raised by staff, pupil and parents/carers as agreed by the Designated Safeguarding Leader and Head Teacher.
- Provide support, information and education service to families of children attending the school.
- To develop community cohesion

RESPONSIBILITIES

Safeguarding

- To undertake the role of the main Deputy Designated Safeguarding Lead working as part of the school's Safeguarding and Pastoral Team to ensure that the children's welfare is paramount and any necessary action is taken at the earliest opportunity.
- Complete referrals to outside agencies in a timely manner and to maintain accurate records, including those relating to Safeguarding and Child Protection, and share information with colleagues and professional agencies as appropriate and refer on as required. Produce written reports, keep records and all documentation pertaining to meetings/contact with children and young people and their families in order to ensure that informed decisions are made regarding the child's welfare.
- To liaise with the DSL/Pastoral Team, staff in school and external agencies to support safeguarding work of the school.
- Attend outside agency meetings such as CP, CHIN, CIC and PEP meetings as required.
- To maintain records of actions and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning.
- Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
- To develop and enhance the extra-curricular activities of the school for those children who are vulnerable, eg Young Carers. Both in term-time and during the breaks from school.
- To support pupils during the transition periods of education, including on admission to the school

Family Liaison

- To work effectively with individual pupils, families/parents and other professionals in order to address the needs of children who require additional help in order to achieve their full potential.
- To complement the work of teachers and pastoral staff in schools and work as part of a wider team to ensure pupils' achievement, attendance and behavioural standards are raised
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- To attend all update training as required of the CP/Safeguarding role. Attend support and staff meetings, where appropriate, to continue own professional training and development as targeted through appraisal process. To attend DSL training every 2 years.
- To provide training in CP/Safeguarding procedure as required by the school and as part of the safeguarding team.
- Keep up to date with developments in safeguarding procedures and referrals.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Other key duties and responsibilities:

- Establish and foster good relationship with parents/carers of children at the school. Encourage parental involvement in the school and its activities as well as good home / school communication.
- Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline). Develop parenting skills groups / classes as well as supporting on a one-to-one basis.
- To contribute to the school's work on Social, Emotional and Mental Health and its support for children and families.
- To create links with relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- To liaise with the Designated Teacher for Children in Care, staff in school and external agencies to support Children in Care.
- Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting.
- Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
- Support with giving attention to early identification and prevention of absence habits ensuring that informed decisions are made regarding the welfare of the child. To assist in the implementation of measure to address this. Carry out home visits with colleagues where

appropriate to support parents in encouraging their children to maintain full and regular attendance.

- From time to time, any other reasonable task as directed by the Headteacher which falls within the purview of the post and context of the school as a Specialist Resource Provision Unit for children with physical disabilities.
- This job description is not a legally binding document but provides a framework in which to work. The purpose of this document is to enhance professional practice and development.
- Copies of all job descriptions are kept in the school office and are reviewed from time to time by the School Governors.

Person Specification

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

Criteria	Essential (for the job)	DESIRABLE (for development)
Qualifications	<ul style="list-style-type: none"> • Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent 	<ul style="list-style-type: none"> • Designated Safeguarding Leader certificate of completion • Dip SW or CQSW Education degree/diploma level • Youth and Community Qualification
Experience	<p>Considerable experience of working in one or more of the following areas:</p> <ul style="list-style-type: none"> • Working with Children, Young People and Families • Education Welfare Work • Social Work • Working with families and delivering effective support for families • Running parenting programmes and group sessions to support targeted families • Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services. 	<ul style="list-style-type: none"> • Having worked with vulnerable pupils. • Experience of working in an educational setting
Knowledge and understanding	<ul style="list-style-type: none"> • Education Legislation • Child Protection • Multi Agency Working • Understanding of principles of child development and learning processes 	
Skills and abilities	<ul style="list-style-type: none"> • Ability to communicate with a variety of people • Meet deadlines whilst working under pressure • Ability to travel both in and out of the local area in accordance with the requirements of the post. • Self-motivated and able to work constructively as part of a team • Ability to relate well to children and adults 	

	<ul style="list-style-type: none"> • Ability to work to deadlines and methodical approach to work • Ability to work with children and families in a variety of settings within school, at home or in the community • Ability to work flexibly and supportively with parents and carers • Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers • Excellent interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups • Able and willing to speak confidently to a range of audiences • Ability to take responsibility and work on initiative within set boundaries • Excellent organisational and time management skills • Excellent oral and written communication skills including a sensitive approach to children and adults • Ability to keep clear accurate records • Be a confident and skilled user of ICT – able to use it with children and parents. 	
Personal qualities	<ul style="list-style-type: none"> • Be tactful, diplomatic and sensitive with a good sense of humour • Be reliable and trustworthy able to use judgment in receiving and dealing with sensitive information. 	
Safeguarding	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people • Commitment to the protection and safeguarding of children and young people • Will co-operate and work with relevant agencies to ensure the appropriate safeguarding of children 	<ul style="list-style-type: none"> • Has received Designated Safeguarding Leader training.

Note to applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.