

Job Description

Safeguarding and Welfare Support Officer

Grade 9, points 23–26 (44 weeks £33805 - £36599 actual)

Responsible to: Assistant Headteacher (Safeguarding and Welfare)

Role:

- To assist in the implementation of strategies for working with families to overcome barriers to learning and achievement that are outside the realms of normal school intervention.
- To plan and deliver practical support, advice and guidance to vulnerable children and their families to reduce the level of risk they face.
- To ensure that safeguarding information is recorded appropriately, attending professional meetings and making referrals where necessary.
- To support Assistant Headteachers' across the Academy in ensuring Meadowbrook are represented at professional safeguarding and appropriate multi-agency meetings involving our students, sharing responsibility for making decisions on safeguarding outcomes for children and their families as required.
- To take a lead in promoting the Meadowbrook Behaviour and Relationships policy and Restorative Practices.

Responsibilities:

Safeguarding

- Perform Designated Safeguarding Lead duties including receiving information, follow up/actions as required, liaising with students, parents/carers, academy staff and external agencies; making referrals when necessary, log concerns and information in line with statutory guidance.
- To support the Assistant Headteacher in ensuring CPOMS is effectively used in the academy to safeguard all of its students and staff, performing the triage of referrals to appropriate DSLs and agencies.
- Support Base Leaders to contribute to Early Help Assessments (EHA) and meet with families in respect of family, behaviour and academic concerns and to fulfil their responsibilities within the EHA and Safeguarding processes.
- Meet with students and parents/carers to identify and assess the needs of the student/family and complete EHAs where necessary.
- Mentor students who require support, use agreed intervention tools to engage students and their families in solution focused ways referring to external agencies where required.

Liaison with and referral to external support agencies

- Liaise with Schools and external agencies as required in the interests of working together to support children and families.
- Arrange, attend, facilitate and lead Team Around the Family (TAF) meetings as necessary; supporting Base Leaders to take ownership of cases and meetings as required.
- Mentor identified students in a solution focused way to assist and empower them to improve their achievement at school and refer on to external agencies where required.

- Assist in the preparation of impartial reports as required to Local Authorities and external statutory/voluntary agencies with supervision from the DSL.
- Contribute and attend relevant professional meetings where required; S47 Police and Local Authority Strategy Meetings, Child Protection Conferences, Safeguarding Network meetings, Core Groups, s 17 Child in Need Meetings, Safeguarding and Network meetings and any other relevant meetings; taking responsibility for making decisions on safeguarding outcomes for children and families as required.

Student welfare and support in school

- Contribute to Base Leaders casework for those students who are encountering difficulty at school providing direct support, where required to staff, students and parents/carers.
- Liaise with relevant colleagues on base to identify safeguarding or other issues that may impact on students' learning and achievement.
- Support Base Leaders to produce Student Support Plans and ensure they are monitored, updated and achieved in lessons and school where required.
- Develop and facilitate ongoing bespoke group programmes for individual students and parents/carers in respect of self-esteem, empowerment and parenting issues.
- Create and provide ongoing bespoke programmes of support for groups or individual students in crisis. Focus may include mental health and wellbeing, self-esteem and confidence.
- Provide ongoing support for students, internal and external, to enable young people to re-engage with their learning and make progress.
- Carry out home visits to families to verify students are 'safe and well' for purposes of those missing education (CME) and/or to carry out discussion/assessments to provide ongoing support for EHA or Safeguarding purposes.

To assist the DSL Team in delivering Professional development for staff in the following areas:

- Safeguarding matters, as school, local and National needs and updates require.
- Preventative practices, early interventions and procedures in respect of family support, EHAs, safeguarding and behaviour to support Meadowbrook staff where required.
- Producing safeguarding updates to staff via briefing sessions as and when required.

Other responsibilities:

- Coordinate support and intervention provision within Meadowbrook College ensuring information is recorded/communicated and resources are available.
- Coordinate support from other external agencies within the school setting
- Assist Team Leaders in ensuring students and families experiencing social, emotional and mental health difficulties, and children we care are for, are adequately supported.

Support for the College:

- Contribute and participate in College events and activities.
- Attend relevant Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Develop and maintain effective working relationships with other staff, students and parents/carers.