

Werneth Primary School- Job Description

Safeguarding (DSL) and Family Support Lead

Purpose of the Role

To lead on the responsibility for safeguarding children and child protection ensuring that the school meets its statutory requirements as laid out in Keeping Children Safe in Education. To take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. Advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police where necessary.

Summary of Main Duties and Responsibilities:

KEY TASKS

- Referring all cases of suspected abuse of any Child at the school to the Local Authority children's social care, ensuring that a response is received and recorded
- Making referrals to the police where a crime may have been committed which involves a child;
- Undertaking early help assessments for identified pupils and their families, and acting as lead professional where appropriate.
- Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so, and to contribute to the assessment of children;
- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern;
- Maintaining accurate and organised records of all welfare and child protection concerns brought to the attention of the school by staff, members of the public or other professionals
- To be the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.
- To manage internal intervention referrals for children's support in school.
- Lead and monitor the child protection systems in place at school to ensure the school is undertaking their statutory responsibilities for safeguarding and promoting the welfare of children.
- To be responsible for undertaking regular safeguarding and child protection training with staff and to keep up to date with new legislation and current events within safeguarding.
- Attend school and trust meetings- including Senior Leadership Team, Local Governing Body and Trust DSL meetings- where necessary and regularly review and audit safeguarding processes.
- To lead the Pastoral Support Plan meetings for children/families that are open to- or have previously been open to- Social Services (including Early Help)
- To lead elements of pastoral support for Werneth Primary School children.
- To support staff to implement a trauma informed approach to relational behaviour management.
- Monitor the single central record and ensure it complies with all relevant legislation.
- Act as a lead point of contact for parents and carers in relation to pastoral matters, involving other staff members as necessary; building positive relations with parents and carers to encourage family involvement in their child's progress
- Take a proactive and leading role in the welfare and pastoral care of students within the school, including involvement in all aspects of attendance and behavior
- Support SLT in the wellbeing of children and staff.
- Flexibility in working hours will be needed to deal with the demands of the role.

- Manage medical conditions in school.
- Provide Supervision for colleagues as directed.

KEY TASKS – Working with others

- Maintain links with the local Safeguarding Children Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding;
- Share information about the welfare, safeguarding and child protection issues that children are experiencing, or have experienced with relevant agencies, as appropriate.
- To support with timely transfers of safeguarding and child protection records.
- To proactively work with families, children, staff and external agencies to provide early intervention to support all pupils to achieve the best outcomes.
- To work with the key pastoral staff in the school and or external agencies to ensure that children have a high level of support.
- To support both School children and their families with presenting safeguarding issues.
- Identify key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.
- Maintain a culture of high aspirations for all pupils who are currently experiencing, or have previously experienced welfare, safeguarding and child protection issues.
- Work with all staff to identify the challenges that children who may have experienced or experiencing issues might face and the additional academic support and interventions required to best support these children.
- To contribute to identify key groups of pupils for targeted interventions, and to be responsible for social and emotional interventions within school and to be a key point of contact for external intervention provision.
- To work with key staff on supporting our social and emotional curriculum to include key themes of safety (including online safety and anti-bullying), and contributing towards the capture of Pupil Voice about safety at school.
- Work with SLT to monitor the academic progress of pupils in need, contributing to reviews of individual pupil progress, sharing feedback from agencies/professionals who are working with the pupil/family and supporting and informing any academic-based interventions;

STANDARD DUTIES

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a proactive approach to health and safety, working with others in the school to minimize and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To lead elements of pastoral support for Werneth Primary School children.
- To support staff to implement a trauma informed approach to relational behaviour management.
- To undertake any other additional duties commensurate with the grade of the post.

PERSON SPECIFICATION: Safeguarding (DSL) and Family Support Lead

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Education and Qualifications			
Currently qualified/or working towards a Designated Safeguarding Lead and holds an accredited safeguarding qualification.	✓		Application/Interview
To have or be willing to undertake early help qualification, GC2 neglect qualification, WRAP/Prevent qualification or any other suitable qualification within safeguarding and child protection	✓		Application/Interview
Strong academic record including Maths and English GCSE grade C (or equivalent) or better	✓		Application/Interview
To have or be willing to undertake a Youth Mental Health and Adult Mental Health First Aider course.		✓	Application/Interview
Evidence of continuous professional development	✓		Application/Interview
First Aid certificate		✓	Application/Interview
To have or be willing to undertake a supervision qualification		✓	Application/Interview
Experience			
To have worked previously as a designated safeguarding lead or equivalent experience in a similar post.	✓		Application/Interview
Experience of working with or within external agencies in relation to safeguarding	✓		Application/Interview
To have worked on cases managed at both Early Help level and Child In Need/ Child Protection Level	✓		Application/Interview
Experience of safeguarding and child protection procedures	✓		Application/Interview
Evidence of experience of working with children and families in difficulty and crisis	✓		Application/Interview
Experience of handling sensitive data and upholding the principles of confidentiality	✓		Application/Interview
Experience of using Attendance, Safeguarding and MIS systems within schools (e.g. CPOMS)		✓	Application/Interview
Skills, Abilities & Knowledge			
Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information.	✓		Application/Interview / Task
Experience of using problem solving skills to ensure the best outcomes for the child/family are achieved.	✓		Application/Interview
To have knowledge of statutory guidance relating to SEN and Looked After Children	✓		Application/Interview
Experience of creating and maintaining robust and GDPR compliant safeguarding records, manual and computerised.	✓		Application/Interview
Ability to keep up to date with legislative, policy and guidance developments in safeguarding.	✓		Application/Interview
Excellent ICT skills and the ability to write concise summary	✓		Application/Interview Task

reports regarding safeguarding issues and associated interventions			
Ability to communicate effectively in community languages.		✓	Application/Interview
The ability to identify examples of poor practice and to raise concerns promptly and coherently through the Senior Leadership Team		✓	Application/Interview
Personal Qualities			
A passionate belief in the school's mission statement.	✓		Application/Interview
To question and challenge, use professional curiosity and engage in regular supervision to improve practice.	✓		Application/Interview
Well-developed interpersonal skills and the ability to develop and maintain good relationships with staff, parents and pupils.	✓		Application/Interview
Able to plan and adapt to differing children's needs to social, emotional and mental health needs.	✓		Application/Interview
Highest levels of professional and personal integrity.	✓		Application/Interview
A strong commitment to inclusion and overcoming barriers to learning and achievement.	✓		Application/Interview
Understanding of safeguarding children and the boundaries between adults and children in a school setting.	✓		Application/Interview
Personal resilience, persistence and perseverance.	✓		Application/Interview
Commitment to undertaking additional training where required.	✓		Application/Interview
Suitability to work with children	✓		Enhanced DBS clearance/References
Clear understanding of, and respect for, confidentiality	✓		Application/Interview
A strong commitment to the Werneth Primary School values of Care, Aspire and Persevere.	✓		Application/Interview
Work Circumstances			
To work flexibly as the workload demands	✓		Application/Interview
Occasional out of hours working to support school functions	✓		Application/Interview