



Rushcliffe School

Giving everyone the chance to shine brightly



Job Description

Pupil Well-being Leader (School Social Worker)

Including role of Designated Safeguarding Lead

NJC15-22 £ £20,285 - £23,300 actual salary

37 hours TTO plus 4 weeks

Responsible to Assistant Principal (Senior DSL)

Job Purpose

You will be responsible for supporting our most vulnerable pupils, developing and maintaining links between school and external agencies, ensuring the safety, well-being and safeguarding of all pupils and staff and working closely with our pastoral team who work collectively to support the wellbeing and development of the 'whole child', including their attendance, behaviour and academic achievements.

Key Areas of responsibility:

- Child protection and safeguarding
- Supporting pupils
- Supporting parents/carers/guardians
- Supporting staff to effectively fulfil their safeguarding responsibilities
- Liaison with external agencies
- Links with the wider pastoral team to focus on the 'whole child'
- Be an active member of the schools inclusion team
- Line management of: two school Counsellors and the Pupil well-being support worker

Principal Accountabilities:

- As a lead member of the Safeguarding team work in conjunction with colleagues (Senior DSL, Pupil well-being support worker, school Counsellors and wider pastoral team) to ensure that all matters of Child Protection and safeguarding are dealt with appropriately.
- Use the whole school online reporting system (CPOMS) to thoroughly follow up all reported disclosures / incidences in line with national policies and best practice, keeping records of all action taken.
- Be responsible for planning and overseeing the delivery of individualised support programmes for pupils who are: open to social care, identified as CIN, referred to CAMHS, diagnosed with mental health problems, pupils/ families with a CAF, pupils showing signs of 'low-level mental' health problems e.g. anxiety and depression, pupils who self-harm, pupils who have experienced a loss/had a life changing experience/experienced a traumatic event, and any other vulnerable pupils.
- Meet weekly with the school counsellors to monitor pupil referrals and to oversee the support pupils are receiving from the counselling service.
- Ensure accurate and detailed records of all work undertaken with pupils and their families and all outside agency involvement are maintained.

- Monitor regularly the impact of intervention and support in terms of pupil well-being and attendance, behaviour and academic achievement.
- Be responsible for communicating with staff appropriate updates for all pupil groups outlined in bullet point 3 to ensure teachers, tutors, Heads of Year, and specialist support staff are informed, without compromising issues of confidentiality.
- Be responsible for ensuring timely referrals are made to external agencies including Children's Social Care.
- Develop effective working relationships with a wide range of external agencies, e.g. Children's Social Care, Virtual Schools and Health Service representatives.
- Maximise the use of suitable resources available from outside agencies in order to formulate the most effective strategy for addressing individual needs.
- Keep the school fully informed of the nature of contacts made and how the various agencies impact on the individual pupil.
- Be responsible for the production of written reports for external agencies and liaising with colleagues to gather information, including but not limited to: reports for ICPC's, RCPC's, Core Groups, CAF's, CAMHS referrals and referrals linking to the Early Help Offer.
- Provide updates on key pupils and offer specialist advice and support at the weekly Inclusion Group meetings.
- Support SEND/SLT with responsibility for Looked After Children as required.
- Write, monitor and review risk assessments for identified pupils and share these with staff and parents whilst taking into account confidentiality.
- Be available during social times, before and after school, for pupils to discuss any issues / concerns they may have, whilst upholding the school's ethos, policies and expectations. Including availability during the summer holiday for external meetings and disclosures.
- Undertake home visits as necessary, following school procedures and guidelines to encourage parental participation in their children's educational development and to give information regarding their child's development and well-being.
- When necessary escort identified pupils into school to ensure full attendance.
- When necessary escort parents/carers/guardians to school for meetings.
- Support parents/carers/guardians in their understanding of issues relating to their child's safety and well-being, including facilitating group work as appropriate.
- Advise parents/carers/guardians to ensure they are receiving appropriate support e.g. benefits, health etc. and signposting them to the relevant external agencies.
- Support staff in their understanding of issues relating to pupil well-being and safeguarding and contribute to the planning and delivery of staff training.
- Undertake the appropriate level of Child Protection training to be able to make referrals to Children's Social Care and other safeguarding agencies.
- Ensure continued personal professional development through attendance at relevant training.
- Undertake appropriate training in the use of ICT software programs, including SIMS.
- Contribute to the life of the school community and support its ethos and policies. Actively promote the school's Equal Opportunities Policy, Diversity Strategy and Equality Act 2010.
- Fully comply with the Data Protection Act 1998, Health & Safety Act 1974, and the school's Health & Safety Policy.
- Undertake any other duties as reasonably required by the school Principal.

Whilst this job outline provides a summary, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Person Specification: Pupil Wellbeing Leader (School Social Worker)
(including role of Designated Safeguarding Lead)

	Essential	Desirable
Education and Qualification	<p>Social Work Qualification - Dip SW, CQSW or equivalent</p> <p>Registered with Health and Care Professional Council</p>	<p>PQ Qualification</p> <p>Educated to degree standard</p> <p>Counselling qualification</p> <p>Therapeutic training and/or qualification</p>
Experience	<p>Direct work with children</p> <p>Experience of supporting families</p> <p>Experience of child protection and safeguarding assessments</p>	<p>Work within a school setting.</p> <p>Experience of leading CAF assessments.</p> <p>Experience of delivering support groups/training to adults and/or children</p> <p>Experience of working within Nottinghamshire's structures</p> <p>Experience of writing risk assessments.</p>
Knowledge	<p>Knowledge of the growth and development of children, including the impact of abuse and neglect, separation and loss.</p> <p>Theory and techniques for communication with children and young people.</p> <p>An understanding of relevant national policies and procedures including but not limited to: the Children Act 1989, Working Together to Safeguard Children and Keeping Children Safe in Education and the Common Assessment Framework.</p> <p>An ability to promote equality, diversity and the rights of individuals and groups.</p>	<p>Group work theory and practice</p> <p>An understanding of the constraints and opportunities of service-delivery within the Voluntary Sector.</p> <p>An understanding of the principles of child learning.</p> <p>Crisis resolution techniques.</p>
Skills and Abilities	<p>Effective communication skills, with children, young people, adults and groups</p> <p>Confidence to initiate and work independently within school policy and practice guidelines</p> <p>Ability to work within a multi-disciplinary setting</p> <p>Ability to establish inter-agency links and promote the school effectively</p>	<p>An ability to contribute to the evaluation and development of school policy and procedures and new initiatives</p> <p>Ability to facilitate a training and/or support programme for parents and/or pupils</p> <p>The use of SIMS and Microsoft Excel.</p>

	Ability to work in partnership and respect the ethos, values and mission of the school Good assessment skills Computer literacy	
Personal Attributes	Commitment to providing and maintaining high quality service provision Willingness to be creative and innovative Enthusiasm, empathy and warmth Adaptability and a sense of humour Effective communicator, particularly in a group environment.	
Equal Opportunities	To work in a non-discriminatory way at all times.	
Other Requirements	Current driving licence and car owner, and preparedness to travel. A willingness to work irregular hours when necessary to meet service needs.	

Signed _____

Date _____