

Job Description			
Job Title:	Family Liaison and Safeguarding Officer	Job Category:	Support
Hours of Work:	34 per week	Grade:	BEX07
Responsible to:	Principal		
Functional Links with:	Parents, Governors, Trust Staff, External Professionals, Contractors, Local Authority Staff		
Main Purpose of the Job:			
<ul style="list-style-type: none">• To work with families to build positive relationships between them and the school, for the benefit of the children, particularly those that are vulnerable• To promote the safeguarding of pupils through early identification of child protection issues and ensuring that appropriate intervention is taken• To work with families and the school to enable children to have full access to educational opportunities and overcome the barriers to learning• To communicate effectively with external agencies and the local authority, ensuring that information is up to date and accessible• To provide administrative support and a range of duties concerned with pupil attendance and Safeguarding• To support the Leadership and management of the school through providing efficient and timely secretarial and administrative support• Ensure that all visitors to the school are received in a welcoming manner			
Major Duties & Responsibilities:			
<ol style="list-style-type: none">1. To establish and foster good relationships with parents/carers of children at the school and encourage good home/school communications2. To create and update Safeguarding records, including the Child Protection overview register3. Under the direction of the DSL, to make referrals to the Family Well-being Service and Social Services4. To ensure that all documentation is fully completed by all parties in preparation CIN, CP and other meetings5. To represent the school in CIN, CP and other safeguarding meetings, under the direction of the DSL6. To oversee pupil admissions to the school and prepare pupil lists for in year admissions, ensuring a smooth transition for pupils and families7. To support the school with any behaviour issues and support with re-integrating pupils back into school where appropriate			

Work with families

To work with families in a school context, supporting them and building their engagement with their child's learning

To design and/or facilitate a flexible range of programmes of pastoral intervention to support parents/carers of children identified as vulnerable

To undertake outreach work which may include home visits, to offer a flexible support service in accordance with the SHS lone worker policy, in order to improve parental engagement with the school and with the child's learning

To act as advocate, mediator and negotiator in confrontational situations, maintaining communication with young people, parents/carers, schools and other agencies. This will include initiating and participating in meetings to discuss and develop ways of resolving problems

To advise and inform parents/carers about relevant local services and where appropriate to make referrals to other agencies

Liaison with Other Agencies

To ensure effective communication between the school, parents/carers and external agencies and to understand the school's culture and ethos

To act in accordance with the school's child protection procedures and ensure the job holder keeps up to date with relevant training in this area

To attend and contribute to child protection conferences, reviews, core group meetings, pastoral support plan meetings and school reviews as appropriate

To liaise with school admissions, other schools and local authorities to ensure deadlines are adhered to and accurate information is transferred

Monitoring and Evaluation

To keep accurate electronic daily records and all documentation pertaining to meetings/contact with children and young people and their families

Attendance

Liaise with Teachers and encourage effective dialogue between parents/carers and teachers regarding their child's attendance

Completion of statutory returns linked to safeguarding and attendance

Additional Requirements

Where appropriate to provide transition support between the school and secondary schools and between other schools for mid-term admissions

To monitor and track the attendance and punctuality of children and young people and work with families and Education Welfare Officers to gain improvements through identifying and tackling underlying issues

In consultation with the class teachers provide targeted work with children and young people who have persistent absence

Other Organisational Responsibilities

To attend out of hours meetings, for example parent evenings and school events

To regularly attend local area meetings and conferences and other meetings or working groups for exchange of information and “best practice”

To ensure that the highest level of confidentiality is maintained in all aspects of working with children, young people and their families

Deal with correspondence, telephone calls, visitors and enquiries

Maintain diaries, arrange meetings, activities and events in relation to the role

Provide cover for other members of the administration team as required and directed by the Principal

Undertake any other reasonable, similar duties commensurate with the level of this post as required by the Principal

Last Updated By:

HR

Date:

Jan 2021

Person Specification	Essential / Desirable
Qualifications	
Range of GCSE qualifications including English and Maths at Grade C or above	E
Evidence of Continuing Professional Development	E
Professional Qualification in Youth or Community Work	D
Recognised Social Work qualification e.g.: CQSW, CSS, DiPSW, Degree in Social Work	D
Experience	
Experience of working with vulnerable children and their families	E
Experience of working constructively with service users, carers and other professionals	E
Experience of creating accurate and compliant electronic and paper records	E
Experience of liaising with agencies eg: police, social care, family workers	E
Experience of attending CP conferences, Early Help meetings, LAC Reviews	E
Experience of working with children and/or families of primary aged children	D
Skills & Abilities	
Ability to engage and work with families, young people and children	E
Excellent planning, organisation and monitoring skills	E
Ability to converse at ease with members of the public and provide advice and information in accurate spoken English	E
Ability to work within tight timescales with a varied workload, whilst being detail conscious	E
Ability to listen and asks questions to gather and objectively analyse information to get to the heart of a problem and identify action required	E
Ability to work on own initiative and as part of a team	E
Ability to present information to a range of stakeholders	E
Ability to deal effectively with difficult situations within groups and between individuals and agencies	D
Knowledge & Understanding	
An awareness of the signs of safety	E
Knowledge and understanding of difficulties faced by vulnerable families	E
Thorough knowledge and understanding of safeguarding and child protection issues	E
Knowledge and understanding of the needs of children	E
Awareness of social and economic legislation and policy impacting on families including those within education	D
Knowledge and understanding of approaches to dealing with behaviour in school	D
Personal Qualities	
Excellent interpersonal skills	E
Patience and resilience	E
Ability to recognise personal and social needs of individuals	E
Ability to relate positively to children of primary age	E
Willingness to reflect on own practice to continually improve	E
Positive 'can do' attitude	E
Commitment to providing a quality service to all users and families	E
Commitment to Equal Opportunities and anti-discrimination practice for families and service delivery	E
Commitment to improving outcomes for all children	E



We believe that all children deserve the best education, and all staff deserve to be valued and developed. Our Trinitas family, Christian faith, and an unrelenting desire to improve society, underpin everything we do. Creativity, compassion and high expectations drive the trust to ensure that every person within its community flourishes.

Trinitas – Faith, Family, Flourish!

Personal commitment to safeguarding		E
Willingness to take part in and support wider school events		E
Last Updated By:	HR	Date/Time: Jan 2021