



Family Liaison Officer/ Deputy Designated Safeguarding Lead

Location: Vanguard School, London

Basis: 35 hours per week, 47.8 weeks per year (Term Time plus 2 weeks)

Salary: Circa £23,556-£26,399 (£26,626-£28,719 FTE)
Plus £2,162 (£2,352 FTE) London Weighting



About Us

The Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.



We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.



The Vanguard school in Lambeth opened in 2020 and provides a curriculum for students from across the spectrum who have a range of learning needs. The school provides opportunities for the development of a wide range of independent living skills, focusing on community inclusion.



Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Kennington; all of which are at different stages of development. We are clear on the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within the Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards. If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive

The Opportunity

We are seeking to appoint an outstanding individual who will have a wide range of skills and experience to fulfil the role and responsibilities of this position. Overseeing all aspects of attendance management within the school, in line with Trust processes and procedures and developing systems to improve all aspects of what we do.

You will be expected to facilitate and encourage co-operation, effective communication and mutual understanding between home and school; maintaining positive communication pathways in the best interest of pupils.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a range of benefits and a focus on staff well-being. More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

Recruitment Process

Further information about the school and the Liberty Academy Trust is attached. Please also visit our website at: libertytrust.org.uk

Application deadline: 28th November 2024

Interviews Week Commencing: TBC

Anticipated start date: As soon as possible (subject to notice period)

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking online checks and an Enhanced DBS check.

We are an equal opportunities employer. Applications for this job are sought from anyone who is suitably qualified and experienced for the role, but particularly welcome from those with a diagnosis of autism or Asperger syndrome. Please note that we can only consider applicants who are legally entitled to work in the UK.

Job Description

Job Summary

This role will oversee all aspects of attendance management within the school and will liaise effectively with parents and families to ensure the best outcomes for pupils. The post-holder will also fulfil the role of Deputy Designated Safeguarding Lead.

Key Responsibilities

Attendance

Oversee all aspects of attendance management within the school, including:

- Manage attendance data across the school, in line with Trust processes.
- Develop and maintain systems and processes for managing attendance.
- Act as the link person between the school, students and parents, and the local authority with regard to attendance.
- To act as the link person between the school and students/parents with regard to attendance.
- Represent the school at quarterly attendance meetings.
- Text parents via parent mail following up absences.
- First day calling to students who have attendance concerns.
- Produce statistics on a fortnightly basis of all students under 95 percent attendance.
- Fill out necessary paperwork and produce evidence of absences of Referrals to EWO.
- Home visits to students with particular attendance concerns.
- Arrange meeting with students in school who have under 90 percent attendance.
- Meet fortnightly with Heads of Year to discuss absences on the day and highlight any concerns.
- Update Diary of Events regarding attendance concerns – this information is needed to support any referral to the SLO and substantiate evidence relating to court action.

- Monitor lesson monitor throughout the day particularly lesson 1 and 5.
- Input AM and PM paper registers and paper lesson registers.
- Produce paperwork and gather evidence for Penalty Notice fines.
- Maintain Penalty Notice spreadsheet, and produce Head Teachers Certificates of students whose parents have refused to pay fines.
- Maintain Leave of Absence spreadsheets, and respond by letter to Leave of Absence requests.
- Minute meetings held in school with parents who are at risk of referral due to low attendance.
- Inform relevant authorities of students either leaving for Home Education, moving home or changing schools.
- Send letters home to parents of students under 95 percent and 90 percent asking for medical evidence where applicable.
- E-mail staff and Line Manager regarding missing AM and PM registers, lesson registers and any conflicting marks.
- Follow up unauthorised absence where tutors have persistently not been provided with a note to cover the absence.
- Provide attendance data to prospective employers/Further/Higher Education regarding attendance for pupils who have left school.
- Where the input of the Attendance Officer is required attend and represent the school at Case Conference meetings on individual pupils held at local authority venues.
- Liaise with appropriate support teams regarding students with attendance concerns.

Family Liaison

Oversee all family liaison within the school, including:

- Facilitate and encourage co-operation, effective communication and mutual understanding between home and school (including through appropriate teachers for continuity); maintain positive communication pathways in the best interest of pupils.
- Respond to questions from pupils and parents about processes and procedures, and deal with any immediate problems or emergencies in accordance with school policy.
- Establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- To assist in transition plans for new pupils and provide appropriate support to the family taking account of both pupil and family need during this process.
- To liaise sensitively and effectively with parents and multi-agency support teams when it is in the best interest of the student or school.

Deputy Designated Safeguarding Lead

Deputise for the DSL as required, and provide support including:

- Provide support, advice and expertise for staff on safeguarding.

- Respond to safeguarding concerns in line with the school's policies and procedures.
- Support in managing referrals to local authority children's social care and relevant agencies.
- Support in ensuring all staff have read and understood Vanguard School's safeguarding policies and procedures.
- Support in liaising with the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.
- Support in liaising with staff on matters of safety, safeguarding, and when deciding whether to make a referral.
- Maintain accurate and secure records, log safeguarding concerns on CPOMS and contribute to weekly analysis of safeguarding incidents.
- Keep up to date with contextual safeguarding issues and regularly attend local authority training.
- Maintain a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Understand thresholds of need and assessment process for providing early help and intervention.
- Where children leave the school, work with the DSL to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

General

- This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.
- Contribute to the wider work of the school and the Trust, attending relevant meetings and providing cover and support as required.
- Participate in the annual review process and appropriate continuing professional development.

Job descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

Person specification

1. Proven ability in a busy role with responsibility for developing and maintaining multiple processes, ideally gained in a schools-based environment.
 2. Excellent organisational skills; self-motivated and able to manage a busy workload to a high standard.
 3. Strong IT skills, including Microsoft Office applications.
 4. The leadership qualities necessary to become a credible and trusted colleague within a multi-disciplinary team.
 5. Good working knowledge of relevant safeguarding regulations and good practice.
 6. Good working knowledge of classroom practice and behaviour management techniques, ideally to include in relation to pupils with special educational needs.
 7. Able to establish positive working relationships at all levels within the organisation, and work in partnership with external agencies.
 8. Excellent people skills; able to work effectively and empathically with students and families.
 9. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
 10. Able to deal effectively with difficult situations.
 11. A demonstrable commitment to continuing professional development.
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