Scale: Grade and Salary are subject to evaluation and will be confirmed before interview.

Hours: 37 hours (full time)

Weeks: Term Time plus 10 days

Responsible to: Assistant Principal (Safeguarding)

ROLE

To manage, implement and review the strategy 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 provide Deputy Designated Safeguarding Lead functions and ensure that safeguarding information is recorded appropriately, attending professional meetings and making referrals where necessary.

To support Assistant Principals across the Academy in ensuring NPA are represented at professional safeguarding and appropriate multi-agency meetings involving our students; taking responsibility for making decisions on safeguarding outcomes for children and families as required.

RESPONSIBILITIES

1. 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 Principal (SG) in ensuring My Concern is effectively used in the academy to safeguard all of it students and staff, performing the triage of referrals to appropriate DSLs and agencies.
* Support House Teams to contribute to EHAs and meet with families in respect of family, behaviour and academic concerns and to feel empowered 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.
* Establish family support and EHA casework ensuring accurate, evidential records are kept using academy recording systems and Local Authority’s eCAF Early Help Module.
* Mentor students who require support; Utilise Outcome Star Programme and other intervention tools to engage students and families in solution focused ways referring on to external agencies where required.

1. Liaison with and referral to external support agencies

* Liaise with external agencies as required in the interests of working together to support children and families.
* Present case information to the LA Multi Agency Support Group (MASG) to obtain support via Early Help Process.
* Arrange, attend, facilitate and lead Team Around the Child (TAC) meetings as necessary; supporting House Teams 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.
* Prepare and provide impartial reports as required to Local Authorities and external statutory/voluntary agencies with supervision from Assistant Principal (SG).
* Contribute and attend relevant professional meetings where required; S47 Police and Local Authority Strategy Meetings, Case Conferences, Core Groups and s17 Child in Need Meetings; taking responsibility for making decisions on safeguarding outcomes for children and families as required.

1. Student welfare and support in school

* Contribute to House Teams casework for those students who are encountering difficulty at school providing direct support where required to staff, students and parents/carers.
* Work with the NPA Attendance Officer to identify safeguarding or other issues that may impact on students learning and achievement.
* Support House Teams and Attendance Officer with meetings in respect of safeguarding issues and contribute to Student Support Plans and Pastoral Support Agreements where required.
* Develop and facilitate individual and group work with students and parents/carers in respect of self-esteem, empowerment and parenting issues
* 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 on-going support for EHA or Safeguarding purposes.

1. Professional development of staff

* To advise and provide CPD to staff on safeguarding matters, as school, local and National needs require.
* Lead training and professional development on preventative practices, early interventions and procedures in respect of family support, EHAs, safeguarding and behaviour to support the Standards and Support Team where required.
* Provide weekly safeguarding updates to staff via briefing sessions

1. Other responsibilities

* Co-ordinate counselling provision within NPA ensuring information is recorded/communicated and resources are available.
* Co-ordinate support from other external agencies within school setting: School Nurse, Aspire, CROPS, HYPA, iCASH etc
* Support PSHE provision through Extended Curriculum Days – either through taking part or sourcing curriculum materials/speakers.
* Liaise with NPA Transition Team to support students who potentially may have difficulty with secondary transition and those with EHAs in place.
* Assist NPA Assistant Principal (SG) in ensuring NPA students and families experiencing social, emotional, health and behavioural issues, and those within ‘Looked After Children’ (LAC) and ‘Pupil Premium’ categories are adequately supported.
* Support and advise Student Social Worker on placement within NPA with day to day queries and information in respect of their caseload.

1. Support for the School

* Participation in staff and student events by arrangement.
* Attend Staff Meetings.
* Contribute to the maintenance of a safe and healthy environment.
* Contribute and participate in academy events and activities.
* Develop and maintain effective working relationships with other staff, students and parents/carers.

Any other tasks, duties or services that may be reasonably requested.

Health and Safety

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

* Participate in an induction programme.
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
* Maintain up to date knowledge by attending relevant updates in respect of attendance, welfare and safeguarding legislation/practice.

*The job description is subject to review and may be changed following consultation with the post holder.*

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

# Person Specification

## Knowledge

* Experience in working with families and children of compulsory school age
* Broad knowledge of working with families within a supportive but constructively challenging environment
* Experience of working within a group work environment
* Awareness of the Data Protection Act, GDPR, Education Pupil Registration Regulations, Childrens’ Act, KCSIE
* Broad knowledge of School Safeguarding procedures.
* Understanding of Early Help Assessments (EHAs) and/or ability to assess the needs of individuals and/or families
* Understanding of structure and organisation of school data management/recording systems
* Understanding of administration systems including filing and recording
* Computer literacy, with skills in using software such as spreadsheets, word processing, email and databases

## Skills

* Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure
* To be able to work in a supportive and non-collusive environment that constructively challenges students, parents/carers and other professionals when required
* To have a caring but assertive manner and be able to work in a confident, solution focused way that promotes empowerment
* To be able to prepare and provide evidential information and reports for professional meetings and safeguarding conferences
* Ability to act as a Designated Safeguarding Lead and be part of leading the safeguarding team, leading on safeguarding matters when required.
* To be able to assess the needs of individuals and/or families
* To be discreet, confidential and reliable
* To have proven organisational skills – self and systems
* Accuracy and attention to detail
* Use computer systems accurately for word processing and to record information and generate reports
* To be able to co-ordinate and prioritise workload
* Effective communication via telephone or on an inter-personal level to obtain/give information in a courteous way, and to resolve queries/filter callers where appropriate

## Personal Qualities

* To maintain a calm approach under pressure and when managing difficult conversations with students and parents/carers
* To be able to use initiative and work in an environment with interruptions responding in a calm way with a positive ‘can do’ attitude
* To understand professional boundaries when working with individuals and families so as not to enter into collusive relationships
* To have the ability to prioritise workload in a constantly changing working environment
* To communicate effectively with all staff, students, parents/carers and external agencies
* To obtain/give information in a courteous and succinct way
* Ability to work independently and be assertive
* To be able to handle sensitive and emotionally demanding subject matter and recognise the need for support when required.
* Be smart in appearance, to promote the image of the academy effectively
* To be flexible in undertaking work and adaptable to changing routine and procedures
* Use initiative in dealing with enquiries
* To have a positive attitude to work

Qualifications

* GCSE (Level 2) in English and Mathematics or equivalent
* Minimum of 2 years relevant experience within the family support and safeguarding arenas
* Experience and training with Early Help system and Liquid Logic

Designated Safeguarding Lead training up to date