**Designation:** Assistant Home School Support Worker.

**Responsible to:** Head of School Teaching and Learning (DSL).

**Grade:**  £16,177 - £20,296 per annum (actual salary). Grade C1.

**Hours / weeks:** 37 hours per week, term time only plus 5 days.

**Job Purpose:**

Assist to ensure the statutory duties for protecting and safeguarding children are implemented and embedded in practice.

Support in liaising with professional leads from other agencies, such as Education Safeguarding and Children’s Services/Social Care, in order to support all the activities necessary to ensure the school meets its responsibilities to protect and safeguard the well-being of children.

As part of the Home School Support team, support staff on issues relating to the protection and safeguarding of children ensuring consistency with local and national policy.

Under the direction of the Head of School with Inclusion Focus, support staff in developing robust monitoring systems and practices that ensure they are able to fulfil their role in safeguarding children.

Assist with case responsibility.

**Context:**

Be part of the School’s Designated Child Protection team and act as an assistant professional for child protection issues.

Work preventatively and from a child centred approach with staff to overcome barriers to learning caused by home, social, emotional related issues to improve pupil’s attendance rates and support parents and carers to fulfil their legal responsibilities.

**Duites and Responsibilities:**

* Support in the case review process where there are safeguarding concerns by completing school based reports and supporting the implementation of any recommendations.
* Keep up to date with developments in safeguarding and improve own practice in relation to safeguarding;
* Contribute to the internal and external referral process including the assessment of need, risk and safeguarding concerns;
* Be part of a multi-agency response team including attendance at early-help and other intervention agency referral meetings;
* Contribute to the creation of conditions that ensure a child-focussed approach to all cases is developed and maintained;
* Support to advise staff on safeguarding matters and take appropriate action if escalation is necessary;
* Assist with monitoring and administration with regard to the school’s requirements for maintaining case notes, files and the recording of data;
* Attend multi-agency and assessment meetings that feed into wider safeguarding strategies to support inclusion and families as required;
* Research and develop a good working knowledge of local resources for children and families and ensure they are signposted to access these as appropriate;
* Work flexibly and as required (this may include evenings, weekends and school holiday closure periods);
* Ensure information on the website reflects current service provision;

**Liaison with Others:**

* Share information effectively in school and between parents, carers and external agencies.

**Administration:**

* Attend meetings in relation to safeguarding as necessary;
* Perform, in a timely fashion, all administrative work in relation to the role as outlined above;

**Additional Requirements:**

* Undertake CPD in order to remain up to date with safeguarding developments and maintain expertise;
* Participate in support groups and peer group networks for specialist professionals at local and national levels;
* Ensure all the duties of the role are carried out so that they conform to good practice and other related school / Trust policies.

**Operational Organisation:**

Report to the Head of School Teaching and Learning (DSL) (Line Manager).

**Working Environment:**

Your normal place of work will be at Delce Academy.

*This job description does not form part of the contract of employment. It outlines the key tasks and responsibilities of the role, it is not exhaustive and the Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.*

*CASTLE Trust and its schools are committed to safeguarding and promoting the welfare of all pupils and we expect all staff and volunteers to share this commitment. Any offer to successful candidates will be conditional upon receipt of references satisfactory to the CEO and a clear Enhanced Disclosure from the Disclosure & Barring Service.*

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| **PERSON SPECIFICATION - ASSISTANT HOME SCHOOL SUPPORT WORKER** | |
|  | **Essential or Desirable** |
| **QUALIFICATIONS** |  |
| Child Protection / relevant safeguarding training. | Essential |
| NVQ Level 3 or equivalent in education, health, social care or community; | Essential |
| GCSE or equivalent in Maths and English grade C or above. | Essential |
| Adult protection trained. | Desirable |
| **EXPERIENCE AND SKILLS** |  |
| Two years post qualifying experience if working with families and children. | Essential |
| Knowledge of Social Care working practices. | Essential |
| Experience of working collaboratively with other health and social care providers and ability to promote strong working partnerships. | Essential |
| Successful experience of building constructive relationships with pupils, parents/carers, school staff. | Essential |
| Good IT and administrative skills. | Essential |
| Effective communicator with excellent interpersonal skills. | Essential |
| Experience of managing safeguarding issues and contribution to case conferences and implementation of Child Protection plans. | Desirable |
| Experience of undertaking event analysis / incident reviews. | Desirable |
| Creative/flexible approach to problem solving. | Desirable |
| **ABLE TO** |  |
| Able to foster good relationships with parents/carers, children and adults working/volunteering with children within the school setting. | Essential |
| Able to network across organisations and structures and promote strong partnership working. | Essential |
| Able to develop, implement and audit general safeguarding practice. | Essential |
| Demonstrate empathy, resilience and persistence in working with children and  parents/carers from a whole family approach. | Essential |
| Demonstrate the confidence and good judgement to manage situations relating to the poor conduct/behaviour of others towards a child. | Essential |
| Work well as part of a team – be a flexible team player. | Essential |
| Understand the need for confidentiality. | Essential |
| **KNOWLEDGE** |  |
| A comprehensive understanding and knowledge of Keeping Children Safe in Education (KCSIE), statutory guidance for schools and colleges, September 2019. | Essential |
| A thorough understanding of the current issues range of potential barriers to learning for children. | Essential |
| A thorough understanding of child protection, child in need and looked after children policies and procedures and a commitment to best practice. | Essential |
| A wide range of knowledge of the support services, facilities and referral routes available to children and their families. | Essential |

***This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***