



Job Description

Job Title	Family Engagement Officer and Deputy Safeguarding Lead
Interview Date	
Salary / Scale	Grade 6 £30559 - £33366 (PRO RATA)
Contract	Permanent. 33.5 hours per week. Term time
Purpose of the Position	<p>To support the Headteacher and working in close liaison with the school's Safeguarding team providing an effective service ensuring all safeguarding responsibilities are completed.</p> <p>Work closely with pastoral support team and DSLs within the school to support children and their families.</p> <p>Support transition in the early years</p>
Key Responsibilities	<p>This role is pivotal in ensuring that all safeguarding duties are carried out efficiently and with the upmost confidentiality.</p> <p>To work closely with parents and carers to help overcome pupils' barriers to learning both internal and external to school.</p> <p>This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.</p>
Responsible to:	Designated Safeguarding Lead/Headteacher
Accountable to:	Headteacher

Main Duties

1. Duties

- Act as a key contact for parents/carers of pupils receiving or requiring additional support.
- Responsible for implementing and coordinating Early Help Assessments (EHAs) and attending EHAs led by other agencies.
- Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise.
- Implement and monitor progress of action plans, working with parents/carers to make adjustments to support as necessary.
- Support the implementation of interventions to encourage parents/carers' involvement in supporting pupils' development and progress.
- Complete referrals to school nurse, counsellors, other agencies as and when required.
- Maintain and keep up to date on the latest services available in the local area to support parents/carers by promoting and signposting appropriate services via a range of communication channels (e.g. social media, newsletters, in meetings, etc).
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings.
- Maintain regular communication with relevant staff to update them on progress of individual pupils.
- Attend regular safeguarding meetings with the Safeguarding Lead and/or Headteacher
- Liaise with the SLT/Welfare team regarding individual student personal needs, safeguarding and welfare issues.
- Be responsible for monitoring, maintaining and administering CPOMS, school's safeguarding software.
- Maintain timely, accurate records of interventions and relevant meetings.
- Carry out home visits, where required.
- Provide personalised support for parents/carers to help manage transition for their child.
- Be responsible for the collection and filing of pupil safeguarding files from and to other schools at the end of the school year and/or other times of transition.
- Provide a professional, friendly and helpful service for all telephone, email or face to face communications with external agencies, parents and carers.

- Be the point of contact for prospective families. Organise parental visits to school, support parents to complete paperwork and support the Early Years Lead with FS1 admissions.
- Attend events organised for parents, including parent consultations.

2. Health, Safety and Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's Child Protection policy.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary and ensuring CPOMS is updated.
- Ensure adherence to all the school's policies but particularly regarding safeguarding, health and safety and GDPR.

3. Professional Development

- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice in all areas of safeguarding.
- Acquire and maintain a working knowledge of the latest and most appropriate services available in the local area to support parents/carers.
- Participate in the school's performance management (appraisal) process.
- Participate in further training and development to improve own professional development.
- Participate in appropriate training provided by the school.

4. Working with colleagues and other relevant professionals

- Liaise closely with the school's welfare team, other family support worker and DSLs within the school.
- Act as a source of safeguarding support, advice and expertise for all staff.
- Encourage a culture of listening to pupils and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- Communicate effectively with pupils, parents and carers.
- Communicate effectively with external agencies, school's SLT and other external stakeholders.
- Develop effective professional relationships with all staff in the school.

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

5. Personal and Professional Conduct

- Uphold public trust understood and perceived of employees working in education and a school context and maintain high standards of ethics and behaviour, within and outside school.
- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the school's vision, aims, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities of all those that work within education.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and the school's policies and procedures.

6. Any other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Code of Conduct. The school is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The school will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the school's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher.

Person Specification

Training and Qualification	Essential	Desirable	Evidence
Good level of general education including Maths & English (Grade A – C or 9 – 4)	*		App. Form Certificates
Previous experience in a Family Support Worker role	*		App. Form
Current driving licence	*		
DSL Safeguarding trained		*	App. Form Certificates

Experience	Essential	Desirable	Evidence
Experience of working in an educational environment (HE or schools/colleges).		*	App. Form / Interview
Experience of working in a similar role (at least 2 years)	*		App. Form / Interview
Experience of working with EHAs	*		App. Form / Interview
Experience of working with both colleagues and external agencies	*		App. Form / Interview
Proven ability work on own initiative but also to be a team player	*		App. Form / Interview
Experience of working in environment ensuring high standards are met	*		App. Form / Interview
Experience of identifying and assessing risk in relation to statutory thresholds (e.g. S17, S47)		*	App. Form / Interview

Skills and Knowledge	Essential	Desirable	Evidence
Good interpersonal skills and an ability to relate and communicate effectively with children, staff, parents and external agencies.	*		App. Form / Interview
Excellent organisational skills and ability to priorities own workload.	*		App. Form / Interview
Ability to work as a team	*		App. Form / Interview
Excellent written and oral communication skills and experience of IT packages i.e. Excel, Word, Publisher	*		App. Form / Interview
Knowledge of Safeguarding and Keeping Children Safe In Education	*		Interview
Knowledge of CPOMS or other safeguarding tools and platforms	*		Interview
Good knowledge of SIMS and other appropriate databases.		*	Interview
Ability to create tailor plans and interventions to individual pupils	*		App. Form / Interview
Knowledge of available support services in the local area		*	Interview

Personal Qualities	Essential	Desirable	Evidence
A “can do” positive attitude: enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard is maintained	*		
Proven ability to work flexibly under pressure to be able to meet deadlines.	*		
Proven ability to work on own initiative with a proactive approach.	*		
Ability to work flexibly to meet the needs of the school e.g. any home visits with the Attendance Officer or Early Years team, attending safeguarding meetings/conferences, parent consultations etc	*		
Willing to undertake further training	*		
Commitment to safeguarding and that every child matters.	*		