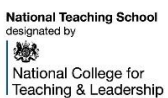




# Multi Agency Officer

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## Letter from the Headteacher

Dear Applicant

### Multi Agency Officer (MAO)



The Beacon Folkestone is a 3-19 special school for students with Profound, Severe and Complex needs. The school has approximately 400 pupils on roll who come from a wide catchment area, mainly across the South and East of the County. In April 2021, we opened a new Early Years/Key Stage 1 provision in Walmer, with exciting plans for the development of the satellite to take 248 3-19-year-old pupils.

Students at The Beacon are committed to their learning, are enthusiastic and keen to do well and have very supportive parents/carers. Attitudes to learning in lessons and around the school are very good, allowing students to make good and outstanding progress. Although we are a large special school, we pride ourselves on developing positive relationships with all stakeholders and have developed smaller zones with shared resources, heart spaces and identities which allows pupils and staff to develop an ownership and sense of belonging.

We have an engaged staff team who know and support each other well. Professional development of staff is taken seriously and a range of opportunities are offered, both internally and externally, in order to ensure we recruit, retain and develop outstanding staff for the school. We have built a strong coaching and peer support culture and all staff engage in reflective professional dialogues throughout the year through our Achieving Excellence Framework. The wellbeing of students, staff and parents/carers is paramount and the school is very proud of the various forums which contribute to improving the provision.

As part of a cooperative trust of all 26 special schools across the county, we have a strong collaborative network of support and the successful post holder will be expected to utilise these networks to develop the school's contribution to system leadership across the landscape of SEND in Kent.

The school's most recent Ofsted inspection in February 2019 graded the school as 'Outstanding', building upon the 'Outstanding' judgements achieved by the two previous schools, that merged to form The Beacon in September 2016. However, this school doesn't operate to achieve an Ofsted grading. We have a firm belief that we will continue our quest for collective excellence by supporting our staff and trusting them to be innovative to create exciting educational opportunities whilst developing a culture of high expectations of ourselves and each other.

For more information, to arrange a call or a visit to the school, please email [hr@thebeacon.kent.sch.uk](mailto:hr@thebeacon.kent.sch.uk) or contact Katie Lonergan, HR Manager on 01303 847555.

Yours faithfully



**Ady Young**  
**Headteacher**

## About The School



The Beacon is a modern, rapidly growing all age special education needs school catering for pupils aged between 3 and 19 years, with Profound Severe and Complex learning needs.

The school is a brand new purpose built centre of excellence for learning, with outstanding facilities including hydro pool, hi-tech sensory rooms, soft play areas, state of the art PE hall, specialist subject rooms, sensory garden, grassed amphitheatre, cycle track and life skills house.



We cater for students with profound and severe needs together with children experiencing moderate and complex learning needs arising out of a combination of needs in addition to cognition and learning. Pupils have one or more additional special needs including speech and language; social, emotional and behaviour difficulties and autistic spectrum disorders in addition to their cognition difficulties. Class sizes average 10 pupils in the primary department and 12 pupils at secondary level. Classes are supported with teaching assistants.



## Local Area



Folkestone is a port town on the English Channel, in Kent south-east England. The town lies on the southern edge of the North Downs and was an important harbour and shipping port for most of the 19th and 20th century.

The town is located at the eastern end of the M20 which provides fast access to Ashford, Maidstone, London and also to the M25. The High Speed Rail Link HS1, previously known as the Channel Tunnel Rail Link, is a commuter service from Dover that calls at Folkestone and then using the South Eastern Main Line travels through Ashford International. The services join HS1 for the journey to Ebbsfleet, Stratford and London St Pancras. The journey time via this route from Folkestone West takes as little as 52 minutes to reach London.

Folkestone enjoys views of the surrounding countryside and the coast of France, a mere 24 miles (39 km) away. The cliffs are a magnet for passing migrating birds. There are two major long distance public footpaths through the town.

Folkestone is also home to The Lees Cliff Hall which is a Theatre and Concert venue and there is a thriving Creative Quarter in the heart of Folkestone old town where you can find diverse shops, cafes and creative businesses.

## How To Apply



Applications will only be accepted from candidates completing the appropriate application form on the Kent-Teach website. All sections of the form must be completed as fully as possible. Before applying for this vacancy please ensure you have read all the relevant documents contained in this site.

Please only enclose a CV if it contains additional, relevant information that is not included on your application form. A CV will not be accepted in place of a completed application form. Please limit any additional material to two single sides of A4 paper, typed in black for photocopying purposes.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Kent County Council has an **equality policy** to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide.

If you have any difficulties uploading your application form please contact Kent-Teach on 03000 410203 or email **kent.teach@kent.gov.uk**. Please note that applications should not be sent directly to the school.

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. Whether or not you are selected for interview will be determined solely on the information provided in your application form. It is very important that the form you return to us contains the information that the selectors want and the information that you want to give us. Please ensure that you fully read the Job Description and Person Specification prior to completing your form.

If you apply for this post and are shortlisted, any discrepancies or anomalies in the information you provide, and any relevant issues arising from your references will be taken up at interview. All candidates will be notified of the result of their application after the shortlisting stage. If you are shortlisted we will write to your referees, and references will be considered at the interview stage. An online search may be carried out as part of our due diligence at this stage. All candidates who are invited to interview must bring the following original documents:

- Original document to verify right to work in the UK
- Original documents of identity that will satisfy DBS requirements
- Proof of current address
- Where appropriate any documentation evidencing change of name
- Relevant certificates or qualifications

All posts are subject to a satisfactory Disclosure and Barring Service Check, satisfactory pre-employment health clearance, receipt of two satisfactory references and verification of your entitlement to work within the UK. Please note, copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. In addition, teaching roles are subject to a check against the Teacher Service Register for any teaching prohibition or restriction orders.

## **Job Description**

**JOB TITLE:** Multi Agency Officer (MAO)

**RESPONSIBILITY TO:** MAST Lead and Identified member of the Senior Leadership Team (SLT)

### **RESPONSIBILITIES AND DUTIES**

To work as part of the Multi Agency Support Team (MAST), providing support and information to parents whose children attend The Beacon. To investigate concerns raised by parents, pupils and staff as agreed by the Senior Leadership Team.

The role adopts a proactive approach to safeguarding the pupils and parents/carers in our community, aiming to work in a preventative manner. The role includes the management and support of a broad range of safeguarding areas including informal family support and working through to full child protection cases. The MAO will build very strong relationships with professionals, parents, carers, pupils and other key stakeholders in the Beacon community.

### **Principal Duties and Responsibilities:**

1. Establish and foster good relationships with families encouraging family involvement.
2. Promote self-esteem of families helping them maximise their own personal and interpersonal skills, which will enable them to respond to family needs, by communicating openly to enhance good parenting.
3. Identify needs for support including how to meet the emotional needs of pupils. Offering impartial information or referral to Early Help and all other relevant services/agencies.
4. Keeping up to date on the range of agencies in order to maintain knowledge of services that families might be signposted to.
5. Maintain high levels of attendance and punctuality, and/or working to improve it, including working with The School Liaison Officer/s.
6. Be the first point of contact for families and staff in regards to individual pupils.
7. Be instrumental in and part of the Designated Safeguarding Team, supporting pupils, parents and staff ensuring safeguarding is of the highest quality throughout the school.
8. Keeping records and all documentation pertaining to meetings/contact with pupils and families.
9. Manage safeguarding caseload relating a range of issues up to and including child protection.
10. Early Help Notification administration/Safeguarding administration.
11. Attend ChIN/CiC/PEP/EHCP (transitions and reviews) meetings as required, Lead Professional where required.
12. Attend staff meetings to continue own professional training and development as targeted through appraisal process.

13. To arrange and lead on Parent Forum/support group meetings, including attendance at all parents evenings and consultation events.
14. Promote equality for all individuals, recognising and encouraging anti discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising rights and choices, and respecting personal beliefs and identity.
15. Support families with English as an Additional Language (EAL)
16. Carry out home visits as required.
17. To develop effective relationships in support of the Federations young people with regard to services delivered from the MASH
18. To lead and participate in induction training for new staff and to lead and facilitate training.
19. Follow up on absences for pupils where parents cannot be contacted or where patterns of absence are observed.
20. Provide early intervention for pupils and families where absence levels are falling or are below expectations
21. Analyse data relating to attendance and take necessary actions to implement strategies to safeguard pupils and improve attendance
22. To keep clear records of communication and produce reports.
23. Support SLT with safeguarding cases, external meetings and liaison with external agencies
24. Promote the use of Sleuth and provide training and support for staff
25. To carry out other duties as directed by the Headteacher or lead DSL



## Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or Equivalent</li> <li>• Level 2 or at least Grade C GCSE in Literacy and Numeracy</li> <li>• Driving Licence</li> </ul>
<b>KNOWLEDGE, EXPERIENCE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of child growth and development.</li> <li>• Knowledge of the parenting needs of children.</li> <li>• Understands equal opportunities.</li> <li>• Knowledge of Personal Education Plan.</li> <li>• Knowledge of School entry procedure.</li> <li>• Knowledge of resources within the area.</li> <li>• Knowledge of the needs of disaffected and socially excluded “High Risk” families</li> <li>• Excellent communication listening and observational skills.</li> <li>• Knowledge of SIMS.</li> <li>• Experience of working in a multi-agency framework.</li> <li>• Previous experience of working with children and families.</li> <li>• Experience of Working in a school setting. Designated Safeguarding Experience</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Of smart professional appearance.</li> <li>• The ability to empathise, to remain calm whilst working under pressure, patience, creative and proactive.</li> <li>• The ability to prioritise.</li> <li>• Be able to work as a team.</li> <li>• Ability to deal with difficult and sensitive situations empathetically.</li> <li>• Ability to facilitate groups.</li> <li>• Ability to chair meetings.</li> <li>• The ability to forge good relationships in a non-judgemental and sensitive manner.</li> <li>• Ability to handle confidential information.</li> <li>• Excellent organisational and record keeping skills</li> </ul>