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**Ifield School**

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**Mrs Maddie Arnold-Jones**

**Headteacher**

**Job Description**

**Title:** Social Worker **Name**:

**Salary:**  **Grade:**

**Responsible to**: **Accountable to:** Headteacher

**Purpose of the Role**

As a Safeguarding Social Worker in a special school, your primary responsibility is to ensure the welfare, safety, and protection of pupils with special needs who may be vulnerable or at risk of harm. You will work collaboratively with school staff, families, external agencies, and other professionals to identify and address safeguarding concerns, implement preventive measures, and provide necessary support and interventions.

**Reporting to:** 1. Headteacher

2. Deputy Headteacher

3.

**Main Duties and Responsibilities (Accountabilities):**

1. Conduct comprehensive assessments to identify potential safeguarding risks and vulnerabilities among pupils with special needs.
2. Monitor and evaluate pupils' safety and well-being, identifying signs of abuse, neglect, exploitation, or other forms of harm.
3. Collaborate with school staff and other professionals to gather information and develop a holistic understanding of each pupil's situation.
4. Act as a mandated reporter, promptly reporting safeguarding concerns to the appropriate authorities, such as child protection services or law enforcement agency.
5. Follow established protocols for reporting, documenting incidents, and ensuring confidentiality while adhering to legal requirements.
6. Facilitate and coordinate referrals to external agencies or professionals for further investigation and intervention, ensuring the safety and well-being of pupils.
7. Provide direct support and intervention to pupils who have experienced or are at risk of harm, utilising appropriate social work skills and therapeutic techniques.
8. Collaborate with the MDT, psychologists, and other professionals to develop and implement individualised support plans and interventions.
9. Advocate for pupils' rights and ensure their access to necessary services, resources, and accommodations.
10. Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
11. Know when to refer information to line manager in line with school policies.
12. Maintain accurate records where required.
13. Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
14. Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
15. Understand the importance of sharing information, how it can help and the dangers of not doing so
16. Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
17. Maintain accurate and confidential records of safeguarding concerns, assessments, interventions, and communication with relevant parties.
18. Prepare reports and documentation for case conferences, court proceedings, or other relevant meetings as required.
19. To take part in self-evaluation and performance management processes that will upskill staff and drive improvement linked to the School Plan.

**Safeguarding and promoting the welfare of the child**

1. Promote and sustain a suitable environment in which the child feels safe and comfortable.
2. Work within the framework of school policies.
3. Undergo appropriate training and be passed as competent before carrying out any care intervention.
4. Assist with the supervision of groups and individual pupils as required.
5. Maintain personal and professional boundaries at all times.
6. Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.
7. Collaborate with school administrators and stakeholders to develop, implement, and review safeguarding policies and procedures specific to the special school environment.
8. Ensure that safeguarding policies are in line with local regulations and best practices, and that staff and families are aware of their roles and responsibilities.
9. Provide training and support to staff, families, and pupils regarding safeguarding practices, recognising signs of abuse, and appropriate reporting procedures.

**Multi-agency working**

1. Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.
2. Work closely with external agencies, such as child protection services, healthcare providers, and law enforcement, to facilitate coordinated efforts and ensure a comprehensive approach to safeguarding.
3. Participate in multi-disciplinary meetings and case conferences to share information, discuss safeguarding concerns, and develop appropriate strategies and interventions.
4. Maintain effective communication and collaboration with all relevant stakeholders involved in safeguarding efforts.

“**Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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| **Signed:** | **Signed:** |
| **Headteacher:** Mrs Maddie Arnold-Jones | **Name:** |
| **Date:** | **Date:** |

**Person Specification**

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| **REQUIREMENT** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS & TRAINING** | Bachelor's or Master's degree in Social Work or a related field  Social Work England registration |  |
| **EXPERIENCE** |  | Working in a multidisciplinary team and coordinating efforts with various professionals.  Experience with working within SEN, CIN, CP and LAC |
| **KNOWLEDGE** | Strong assessment and risk management skills to identify and respond to safeguarding concerns.  Knowledge of local safeguarding legislation, policies, and procedures.  Knowledge of therapeutic techniques and interventions to support pupils' well-being. | Developing and delivering staff training programs. |
| **SKILLS & ABILITIES** | Good communication skills.  Good general IT skills  Ability to manage a large and demanding caseload.  Undertake relevant assessments of pupils with mental health concerns.  Providing support to staff and families to promote pupils’ wellbeing.  Provide a person-centred approach. |  |
| **PERSONAL QUALITIES** | Highly organised.  Being discreet, professional, respectful and friendly.  Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations.  Ability to work successfully as part of a team.  Respect confidentiality.  To be committed to the school’s policies and ethos.  To be committed to continuing professional development.  Empathetic.  The ability to recognise your own limitations and respond to difficult situations. |  |
| **EFFORT & ENVIRONMENT** | Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline.  To assist with ensuring Safeguarding policies and protocols are correctly followed.  Relevant experience in safeguarding, child protection, or social work with vulnerable populations. |  |