**River Primary School**

**Job Description – Designated Safeguarding Lead and Family Welfare Assistant**

Reports to: SENCo Line Manager: Assistant Headteacher/SENCo

Job Holder’s Name: Grade: KR6

**Main Duties and Responsibilities**

* Undertake the role of Designated Safeguarding Lead (DSL) in line with KCSIE and other relevant DSL documentation and guidance
* Work alongside the SEND Team to enhance the life opportunities for our children and families.
* Build and sustain professional standards and relationships with pupils, parents and staff.
* To provide 1:1 and small group interventions and SEMH support activities for identified children.
* Contribute towards creating a safe and protective environment.
* Engage in relevant CPD to keep up to date with any developments relevant to children, families and education.
* Work under pressure and meet deadlines.
* Be a positive role model within the school, showing good energy, enthusiasm and a good sense of humour.
* Show emotional maturity and resilience in dealing with challenging behaviours from parents and children.
* Act as liaison with outside agencies for referrals and school-based support i.e. CAMHS/Social Services
* Make referrals to outside agencies alongside the SEND and DSL team.
* Act as liaison between home and school for pupil issues.
* Support teachers with maintaining good home/school relations.
* Support class-based staff by suggesting appropriate resources to remove barriers to learning and monitor the impact of these through discussion with staff and pupils.
* Provide appropriate resources to support emotional health and wellbeing across the school
* Coordinate parent support groups with SEND team.
* Provide short term cover for teachers, should the need arise.
* And any other duties as directed by the Headship Team.

**Family Focused Support**

* Be the main point of contact for families day-to-day.
* Identify and signpost relevant support services that are appropriate to the situation.
* Identify and advise families on appropriate strategies and resources to support children beyond the school setting.
* Liaise directly with the Emotional Wellbeing Team to facilitate mental health provision for children and families.

**Support for the School**

* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security and confidentiality, reporting all concerns to the DSL
* To contribute to and uphold the overall ethos and values of the school
* To attend and participate in professional development meetings, and in CPD, training and other activities as required
* To assist in the general care of the school environment
* To assist with children at the beginning and end of the day as required.
* To participate proactively in the performance appraisal system for support staff, taking responsibility for your own professional development.

**Safeguarding**

* To undertake Designated Safeguarding Lead (DSL) training and execute the duties and responsibilities of a Deputy DSL.
* To undertake appropriate external training on safeguarding and child protection so you are up to date with current procedures and practice.
* To respect professional boundaries in contact with children and take care not to place yourself or other individuals in a vulnerable position in relation to child protection.
* To cooperate with designated DSLs and governors to enable to school to comply with safeguarding obligations.
* To support the Lead DSL and other Deputy DSLs to ensure that the school complies with all relevant policies and guidance.
* To maintain clear records.

**Necessary Experience**

* Good standard of general education (i.e. minimum NVQ 4/ A levels or equivalent) together with excellent English and Maths skills (i.e. 5 GCSE grades C/ good pass or equivalent)
* Have necessary skills to lead learning and supervise group activities safely and be able to use a range of strategies to meet pupil needs and respond appropriately to and manage any inappropriate pupil behaviour
* Successful relevant experience of supporting teaching and learning in a primary school setting
* Have good working knowledge of relevant policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality
* Ability to use ICT for communication as well as for teaching and learning
* Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupil progress, giving feedback as required.
* Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.

**Job context**

The DSL and Family Welfare Assistant will work under the direction of the SENCo to maintain and embed inclusive practice in order to ensure equality of opportunity for all learners.

The post holder should be able to show initiative in their working practice to ensure barriers to learning are minimised for pupils who are experiencing SEMH difficulties.

The post holder must work within the relevant policies, code of practice and legislation reporting any concerns to the appropriate person. The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

The above job description was agreed and it may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance appraisal process.

Signed: …………………………………………………. Date: …………………………

[Post holder]

Signed:.......................................................................... Date:........................................

**Person Specification** The following outlines the criteria for this post

**Applicants should describe in their application how they meet these criteria.**

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|  | **Essential Criteria** | **Desirable** |
| **QUALIFICATIONS** | A level or Level 4 qualification (or equivalent)  First Aid Qualification  Proact Scip Training | Higher qualification or an aspiration to work towards a higher accredited qualification e.g. Foundation Degree  ELSA/Mental Health Lead or similar SEMH qualification  Any relevant SEMH based training e.g. Drawing and Talking  Willingness to undertake DSL training. |
| **EXPERIENCE** | Previous experience of 2 years + in a school | Undertaking a role that provides direct support for children and families.  Experience of managing sensitive issues such as those of a safeguarding nature. |
| **PERSONAL ATTRIBUTES** | A passion for inclusion and equality of opportunity for all pupils.  Integrity and a willingness to challenge others to ensure that provision is maintained for pupils.  Willingness to learn and flexibility to adapt as the role develops  An ability to maintain confidentiality. |  |
| **SKILLS AND ABILITIES** | Good numeracy and literacy skills, with a strong command of written and spoken English.  Ability to organise workload and to prioritise effectively to meet deadlines.  Ability to relate equally well to children, parents and professionals in different contexts, understanding needs and being able to respond accordingly.  Good IT Skills with a willingness and confidence to learn new packages  Plan and lead training for members of the staff team both face to face and remotely as required.  Confident and consistently positive manner. Effective listener who can adapt style appropriately to the situation.  Lead parent support groups that provide targeted support for common areas of difficulty. | Ability to gather information accurately and present it in the required format e.g. minutes, reports, referral forms.  Proactive in own professional development, keeping abreast with developments in SEND. Some prior evidence of leading CPD |
| **KNOWLEDGE** | Good understanding and experience of the broad range of SEND and awareness of what can be implemented to adapt provision to meet individual needs, particularly with SEMH  A willingness to undertake further professional development to develop knowledge of SEMH and appropriate provision.  Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality. | Knowledge of the Mainstream Core Standards and the implementation of these in practice. |