

# THE MARLBOROUGH (PART OF HOO ST WERBURGH PRIMARY SCHOOL)



## Job Description

### DESIGNATED SAFEGUARDING LEAD & FAMILY WELFARE OFFICER

#### ESSENTIAL QUALIFICATIONS

- Competent and confident in the use of ICT is essential.
- Previous experience of paid employment in SEN / early years, primary school and/or community related work is essential.
- Qualified to standard of 5 GCSE's Grades A-C essential in core subjects.
- Evidence of impact of leading teams and coaching essential.
- Level 3 Child Protection Qualification (or willingness to complete).
- DSL Training (or willingness to complete).

Name:

Signature:

Date:

## **FAMILY WELFARE OFFICER**

### **PRINCIPAL ACCOUNTABILITIES**

- To support and enable families and children who are experiencing difficulties to succeed. To lead on keyworker / quality of life programme for the school to increase families wellbeing and ability to support the needs of children.
- To initiate, develop and work with professionals and other partners in line with current guidance both nationally and locally in relation to DSL.
- To work under the direction of the Senior Leadership Team with guidance and support of the Pastoral and Behaviour Lead and Family Liaison Officer.
- Liaise with all professionals and parents as necessary to lead an Early Help Assessment.
- Attend reviews of Early Help Assessments
- Lead Early Help Assessments and school based practitioner caseloads.
- Be point of contact for issuing Food Bank vouchers.
- Undertake Safeguarding duties as directed by KCSIE and Leadership team.
- To record and report accurately to Leadership, Trust and Governors on safeguarding.

### **CORE JOB DESCRIPTION**

#### **FAMILIES**

- To formalise a keyworker / quality of life programme for the Marlborough families.
- To warmly welcome parents, identifying opportunities for building positive relationships and promoting learning and well being.
- Advise on practical child care and parenting skills, including how to meet the emotional needs of children.
- To lead / coordinate training as part of quality of life programme.
- To promote the self-esteem of family members, helping them to develop personal and interpersonal skills, which will enable them to respond to each other's needs by communicating openly.
- To keep up to date accurate notes of visits and parent contact forms.
- Engaging strategies to support parents ensuring that pupils attend school on time and regularly, working with persistent absentees and attendance lead to meet the school targets on Absence/Attendance.

#### **DESIGNATED SAFEGUARDING LEAD**

- Lead /assist on day to day safeguarding operations
- Manage child protection concerns raised through MyConcern, in line with the Trust's Safeguarding Policy, making referrals into Children's Services in line with thresholds and informing parents/carers and gaining consent, where appropriate
- Act as a point of contact with the three safeguarding partners and manage requests for information, ensuring this is completed in a timely manner
- Have a working knowledge of how the local authority conducts a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.

- Attend trust DSL forums as well as any other DSL relevant meetings including, but not limited to CIN, Early Help Reviews, Strategy meetings, ICPC's etc. representing the provision professionally.
- Representing the voice of the school at local authority case meetings
- Ensure a detailed record is kept of all OpEncompass notifications.
- Keep detailed, accurate, secure records of concerns and referrals including robust chronologies on MyConcern.
- Working alongside DDSLs, ensure safeguarding procedures are in place in compliance with Keeping Children Safe in Education (KCSIE) and Safeguarding Audits.
- To lead on Safeguarding audits and create and maintain action plan for the school in conjunction with school development priorities.
- Act as a source of support, advice and expertise for all staff.
- Provide anonymized safeguarding reports to the governing board.
- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Lead / assist on Safeguarding training across the school including family staff briefings.
- Lead / assist on Safeguarding induction across the school and represent school at Trust meetings regarding induction.
- Be able to have difficult conversations with parents / carers with a focus on solutions and safeguarding the child.

In line with KSCIE 2023:

- Take a lead on filtering and monitoring within the school and work in partnership with the Trust IT Lead and Governors to ensure compliance.
- Understand and recognise particular vulnerability of children who have a social worker. This relates to the research on "What Works in Education for Children who have social workers".
- Liaise with the setting/Trust MHWB lead to have in place clear systems and processes to identify mental health needs, and to consider when they become a safeguarding concern. DSLs should familiarise themselves with the guidance on Mental health & behaviour in schools, particularly Chapter 4 which talks about developing local partnerships and ensure they know how to access training for themselves and staff in their local area.
- DSLs should help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.
- Undertake training which provides DSL with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care.

- To maintain school online safety measures and resulting action plan and have oversight of how online safety is being taught across the school in conjunction with IT subject lead.
- To promote online safety with families.

## SCHOOL BASED

- To work with all staff to ensure the smooth day to day running of the school.
- To attend leadership meetings, courses and undertake induction and further training as required.
- Work to the school's aims and improvement plans, policies and procedures.
- Bring details of vulnerable pupils to the Leadership team meetings.
- To embrace working as part of the school community and being willing to support with behaviour and pupils to participate fully in school activities.
- Prepare reports to SLT, Trust and Governors as necessary.
- Hold the pupils voice in high regard.
- Support the development of the school and its action plans at all times.

## EXPECTATIONS

- Model the highest standards in professionalism and integrity and ensure these are maintained by everyone. Demonstrate high standards of professional commitment, conduct, appearance and working practice, reflecting at all times our concern to achieve the highest standards and achievement for everyone.
- Maintain high standards of professional conduct, having regard for all children's safety, wellbeing and consideration for others.
- Uphold the school's principles, policies and procedures which underpin good practice and the raising of standards.
- Provide opportunities for children to be physically, mentally and emotionally healthy and to foster a school environment enabling children to develop a healthy lifestyle.
- Be responsible for maintaining the highest standards in management and organisation.
- Put a programme in place to support our most vulnerable families.
- Share good practice with your colleagues and support the work of others respecting their priorities and workload as well as your own targets.
- Manage your workload and evaluate your own well-being taking steps to discuss any issues with your line manager.
- Help create a safe, calm purposeful environment where every child is able to learn.
- Work as part of Leadership team to ensure staff wellbeing is highly considered.
- Maintain relationship and behaviour policy in accordance with school policies and demonstrate good practice with regard to pupil's attendance, appearance, uniform, punctuality and behaviour.
- Ensure knowledge and compliance with the Health and Safety at Work Act and all school policies relating to Safety and Well Being.

- Actively participate in the shared management of the school through attendance of staff meetings, linked to the role as well as team meetings and professional discussions. Plan for and contribute to curriculum enrichment activities and aspects of community involvement e.g. After school clubs, PTA, school visits/trips, School Fair
- Ensure that you are aware of the school's leave of absence policy and confidentiality procedures
- Any duties as may be reasonably directed by the Head Teacher or line manager.