



JOB TITLE: Multi Agency Officer (MAO)

SCALE: Kent Range 7

RESPONSIBILITY TO: Identified member of the Senior Leadership Team (SLT)

RESPONSIBILITIES AND DUTIES

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

The MAO will focus their work on preventative and early intervention activities, working in partnership with parents in support of pupil learning and parental engagement, enhancing pupil voice, via facilitation of Student Council.

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 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 need 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.

The Multi Agency Officer may be required to carry out other tasks according to the experiences of the School. This job description will be reviewed annually through performance management meetings.

Signed..... Employee



Signed..... Executive Headteacher

The Beacon SCHOOL

JOB SPECIFICATION: Multi-Agency Officer

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.

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