Bursted Wood Primary School

Job Description – Family Liaison & Safeguarding Officer

Job Title	Family Liaison and Safeguarding Officer (DSL)	**Job Category**	Support
Hours of Work	35 hours per week / 39 weeks per year	**Grade**	BEX07 / BEX08 (negotiable depending on experience)
Responsible to	Principal		
Functional Links with	Parents, Staff, Trustees, External Professionals		

Main Purpose of the Job:

- To promote supportive engagement with parents and carers to build positive relationships between them and the school, for the benefit of the children, particularly those that are vulnerable
- To promote the safeguarding of pupils through early identification of child protection issues and ensuring that appropriate intervention is taken
- To work with families and the school to enable children to have full access to educational opportunities and overcome any barriers to learning
- To take lead responsibility for maintaining a culture of high expectations among children who need a social worker and or who have had them in the past
- To communicate effectively with external agencies and the local authority, ensuring that information is up to date and accessible
- To provide administrative support and a range of duties concerned with pupil attendance and safeguarding
- To provide support to children in need through directed work including therapeutic work e.g draw and talk, Lego therapy
- Ensure that all visitors to the school are received in a welcoming manner
- To be a source of support, advice and expertise for all staff
- To play a leading role in the development of the Mental Health Support Team

Major Duties & Responsibilities:

- To establish and foster good relationships with parents/carers of children at the school and encourage good home/school communications
- To create and update safeguarding records, including the Child Protection overview register

- To make referrals to the Family Wellbeing Service and Social Services as DSL
- To ensure that all documentation is fully completed by all parties in preparation for CIN, CP and other meetings
- To represent the school at CIN, CP and other safeguarding meetings as the DSL
- To oversee pupil admissions to the school and prepare pupil lists for in year admissions, ensuring a smooth transition for pupils and families
- To support the school with any behaviour issues and support with re-integrating pupils back into school where appropriate
- To attend staff meetings/SLT and Trustee meeting when necessary

Work with Families:

- To work with families in a school context, supporting them and building their engagement with their child's learning
- To design and/or facilitate a flexible range of programmes of pastoral intervention to support parents/carers of children identified as vulnerable
- To undertake outreach work to offer a flexible support service, in order to improve parental engagement with the school and with the child's learning
- To act as advocate, mediator and negotiator, maintaining communication with young people, parents/carers, schools and other agencies. This will include initiating and participating in meetings to discuss and develop ways of resolving problems
- To advise and inform parents/carers about relevant local services and, where appropriate, to make referrals to other agencies

Liaison with other Agencies:

- To ensure effective communication between the school, parents/carers and external agencies and to understand the school's culture and ethos
- To act in accordance with the school's child protection procedures and ensure relevant training in this area is kept up to date
- To attend and contribute to child protection conferences, reviews, core group meetings, pastoral support plan meetings and school reviews as appropriate
- To liaise with school admissions, other schools and local authorities to ensure deadlines are adhered to and accurate information in transferred

Monitoring and Evaluation:

- To keep accurate electronic daily records and all documentation pertaining to meetings/contact with children and young people and their families

Attendance:

- Liaise with teachers and encourage effective dialogue between parents/carers and teachers regarding their child's attendance
- Work alongside the school's Attendance Officer and the Education Welfare Officer on children's attendance
- Completion of statutory returns linked to safeguarding and attendance

Additional Requirements:

- Where appropriate to provide transition support between the school and secondary schools and between other schools for mid-term admissions
- To monitor and track the attendance and punctuality of children and young people and work with families and Education Welfare Officers to gain improvements though identifying and tackling underlying issues
- In consultation with the class teachers, provide targeted work with children and young people who have persistent absence
- In consultation with the class teachers, provide targeted work with children and young people who, for whatever reasons, need to be educated outside the classroom for temporary periods

Other Organisational Responsibilites:

- To attend out of hours meetings, for example parent evenings and school events
- To regularly attend local area meetings and conferences and other meetings or working groups for exchange of information and "best practice"
- To ensure that the highest level of confidentiality is maintained in all aspects of working with children, young people and their families
- Deal with correspondence, telephone calls, visitors and enquiries
- Maintain diaries, arrange meetings, activities and events in relation to the role
- Provide cover for other members of the Associate Staff team as required and directed by the Principal
- Undertake any other reasonable, similar duties commensurate with the level of this post as required by the Principal