



**Northumberland Church of England  
Academy Trust**

**JOB DESCRIPTION**

<b>Job title:</b>	Safeguarding and Family Liaison Officer
<b>School/Department:</b>	Grace Darling
<b>Contract:</b>	Permanent
<b>Salary:</b>	Band 6
<b>Reporting to:</b>	Headteacher

**Job Purpose**

NCEAT has a legal responsibility to ensure that children in its schools are appropriately safeguarded. The primary purpose of this role is to provide a complementary service to existing teachers and staff in the school, addressing the needs of children and families who need help to overcome barriers to learning both inside and outside school in order to achieve their full potential. The Safeguarding Officer will play a key role in the ongoing health and welfare of children in the school and manage the co-ordination of safeguarding referrals, arrange appropriate action and review the services available. The Safeguarding Officer will be a named Assistant DSL who will support the Designated Safeguarding Lead and Deputy DSLs in carrying out their statutory functions in line with KCSIE.

The post holder will be accountable for:

**Supporting Staff and Children**

- To liaise with other school staff and agencies to identify children at risk of disaffection or lack of parental support.
- To recommend and develop strategies within the school intended to improve the attendance/behaviour of particular children.

**Safeguarding & Support**

- To have knowledge and appreciation of the range of activities, courses, organisations and individuals that could be drawn upon to provide further support for children or families.
- To attend Child Protection Case Conferences, Core Groups and other multi-agency meetings for children as required.
- To author Early Help Assessments, take the role of lead professional and co-ordinate with colleagues and outside agencies in respect of Early Help Assessments.
- To liaise with external colleagues and develop resources to safeguard children in respect of keeping themselves safe outside of school.
- To triage and manage safeguarding referrals from staff via CPOMS; ensuring that all concerns are followed up and actions are put in place to safeguard the child effectively in a timely manner.
- To keep up-to-date records, notes or minutes about particular cases in compliance with the GDPR whilst maintaining confidentiality at all times (via CPOMS).

- To attend CLA reviews, complete EPEPS within the required timescales and liaise with external agencies to ensure CLA are attending, engaging and progressing.
- To monitor and report on attendance for CLA.
- To manage complex and high-risk safeguarding cases such as children attending Alternative Provision in conjunction with the DSL.

### **Monitoring And Quality Assurance**

- Maintain monitoring systems for measuring compliance with S175 of the Education Act 2002. This will include monitoring CPOMs and tracking the compliance of individuals (staff) with regard to statutory training requirements.
- Support the development of safeguarding and child protection policies and procedures.
- Provide reports to Senior Leaders and the LGB as and when required to enable leaders to have detailed knowledge of safeguarding in school, including spotting trends and patterns.
- To produce statistical information with regards to safeguarding in school.
- Through liaising with the IT department the candidate will have an overview of the smoothwall and worry wall incidents, acting on these appropriately.

### **Support to Parents and Community**

- To develop positive, home-school relationships –acting as a link between home and the school including making home visits.
- To develop the role with parents and guardians, building good relationships with staff and children and to devise, implement and evaluate individual support plans and small group projects.
- To forge and maintain regular contact with identified families/guardians of children in need of extra support at home and at school and to secure positive family support and involvement.
- To signpost a range of support services to children and families identified as requiring support.

### **Operational Responsibilities**

- To support and uphold school policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with children's needs as appropriate during the school day
- Undertake other reasonable duties as requested by the Headteacher in accordance with the changing needs of the school.

## **Person Specification**

### **Experience**

- The post holder will have experience of multi-agency work at a strategic level and experience of the education system, either in schools or a related field. He/she will be confident working alongside senior leaders within the school
- Experience of successfully working as part of a team and playing a key role in the effective safeguarding of children

### **Skills**

- The post holder will need to develop proactive working relationships and gain detailed and accurate information and knowledge to enable a problem solving approach to a range of complex issues.
- He/she will need to be a skilled negotiator as the issue of safeguarding is stressful and there is frequent conflict across agencies/professionals between the competing requirements of respecting confidentiality and disclosing information in order to safeguard children.
- The post holder will need to be able to use well-researched argument and persuasion to influence senior colleagues and policy makers.
- The post holder will have the skills necessary to manage and assimilate/assess complex information quickly and accurately, making balanced judgements in what are often highly confidential and sensitive matters.
- The post holder will have sound time management and organisational skills, ensuring tight and often critical, deadlines are met.
- The post holder must be able to deal with difficult situations in an effective manner that promotes good practice and have the skills to challenge poor practice constructively.
- The role requires highly developed interpersonal, written and oral presentation skills and the post holder must be able to communicate effectively at all levels to ensure desired outcomes.

### **Physical Demands/Working Conditions/Work Context**

- Comply with health and safety procedures
- Undergo any training to enable them to work competently and safely
- All staff must model Equal Opportunities and Anti-Discriminatory practice, challenging discriminatory practice when necessary

### **Knowledge and Qualifications**

- The post holder will have a sound knowledge of the relevant legislation including, Section 175 of the Education Act 2002 and related guidance, 'Working Together to Safeguard Children', 'Allegations of abuse against teachers and other staff' guidance and related documents.
- The post holder will have knowledge of the legislation relating to child protection and significant experience of safeguarding/child protection work in order to present a credible source of advice and support.
- The post holder must be able to think and operate strategically with the ability to translate strategy/theory/guidance/statutory requirements into practice.
- The post holder must be I.T. literate with the ability to use Microsoft Office, and relevant school related software packages – or equivalent and have the skills to manage information across the school.