



FAIRFIELD
HIGH SCHOOL

Safeguarding Team- Family Liaison and Support– Job Description

Job Title:	Post No:	Grade:
Safeguarding Team- Family Liaison and Support		HC07
Organisational information:		
Responsible to:		
Headteacher		
Professionally responsible to:		
Operational Safeguarding Lead		
Responsible for:		
N/A		
Key relationships/Functional links with:		
<i>Internal:</i>		
Headteacher, Senior Leadership Team, Head of Key Stage, Faculty Heads, Designated and Operational Safeguarding Leads		
<i>External:</i>		
External agencies, parents, carers, children and young people, health services, Herefordshire Local Authority		
Main Purpose of Job:		
<ul style="list-style-type: none">• To complement the roles of teaching and other school staff in helping to overcome barriers to learning within and outside the school by working with staff and students, parents and carers to ensure appropriate behaviour for learning, excellent attendance levels and both internal and external targeted support for students and families.• To attend, organise and lead meetings with parents and agencies involved with the welfare and safeguarding of our children, ensuring a smooth link between school and support.		

- To foster good relationships with our parents and carers, including those 'hard to reach', in order to support the wellbeing and progress of the children that attend Fairfield High School.

This will require particular emphasis on:

- Positive safeguarding and Early Help interventions
- Attending and leading safeguarding meetings with families
- Attending and leading parent interventions around student welfare
- Improving attendance and punctuality
- Ensuring positive behaviour both in and out of lessons
- Developing better social skills and relationships
- Improving student wellbeing and mental health, self-image, confidence and motivation, creating emotional resilience
- Ensuring that information and data is collected and recorded accurately, thus enabling the production of reliable analyses and reports as requested by line manager or SLT

Main Responsibilities / Accountabilities

The job holder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation.

- Work with parents/carers/families and external agencies to secure positive support and intervention as part of the safeguarding and student services team.
- To lead parent safeguarding meetings and parent group working sessions to develop good working relationships and improve outcomes for our students.
- Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations/legislation/School standards, policies and procedures.
- Responsible for continuous self-development to enhance their own performance and expected to undertake relevant CPD and attend training for the role.
- To work with staff and students to ensure positive attitudes to learning and that students are safe and respectful around the school.
- Carry out relevant administrative tasks as guided by the line manager/SLT, e.g. preparation of action plans, record visits, incidents and issues; prepare reports as required, working within agreed systems of confidentiality, communication and accountability.

- To complete administration tasks such as writing letters, completing reports for tracking and monitoring/to complete reports and provide data for line manager, SLT and Directors when requested.
- To complete home visits where appropriate to support the attendance officer or as part of safeguarding students
- To develop, deliver and complete work with students (1-2-1/small groups) which promotes good attendance, positive behaviour and wellbeing as part of a student caseload
- To ensure MyConcern is kept updated, monitor students and concerns which are referred by staff. Maintain confidential and secure record keeping procedures.
- To advise and assist parents/carers and students, supporting students where appropriate, and to provide liaison between students, and/or parents/carers, including assisting in identifying any issues, including safeguarding/wellbeing/attendance/ behaviour concerns.
- Attend staff Meetings, parents' evenings and other events as appropriate.
- Other activities as agreed with line manager/SLT

EHA Lead

- Lead on completion of Early Help Assessments with students and families
- Liaise with external agencies to ensure referrals are completed and appropriate support is put in place for students and their families
- Provide 1-2-1 support for students engaged in EHA
- Lead TAF meetings (potentially CIN meetings in the future) and parent meetings for families who are under assessment
- Complete all relevant paperwork for EHAs

Deputy Designated Safeguarding Lead

To be part of the safeguarding team supporting students and their families

- To manage a student caseload and maintain confidential records of the support for those students. Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Refer cases of suspected abuse and neglect to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases to the police where a crime may have been committed.
- Act as a point of contact with the safeguarding partners
- Act as a point of contact for families receiving support from safeguarding partners

- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with the Operational Safeguarding Lead to discuss appropriate support and interventions for students where there are safeguarding concerns raised.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstance.
- To be the main point of contact in school and for external agencies as D/DSL in the absence of the Designated Safeguarding Lead

Group/1-2-1 Interventions

- Deliver intervention sessions to parents providing effective support strategies which will improve student wellbeing, progress, behaviour and engagement
- To maintain records of interventions and provide dates when requested by line manager/SLT/Directors
- To liaise with staff, parents and carers about support for students

Name: _____

Sign: _____

Date: _____

Personal Specification

Job Title:

Post No:

Grade:

Safeguarding Team- Family Liaison and Support

HC07 equivalent

All candidates will be considered on their ability to meet the requirements of the person specification

Essential criteria

Method of Assessment*

Experience

- Experience of managing cases in a work load managed system.
- Have an understanding of the role of the Safeguarding Team.
- Have an understanding of schools and current issues regarding safeguarding.
- Have an understanding of relevant legislation and issues that can impact on students welfare and progress in school
- Have an understanding of the importance of safeguarding and the relevant legislation as it applies to schools.
- Experience of creating reports and monitoring data.
- Experience of working with children and young people in a post of trust and responsibility.
- Experience of working in a family support role / the EHA process.
- Understanding and experience of social, emotional and mental health issues in teenagers.

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Skills and Abilities	<ul style="list-style-type: none">• A positive belief in the limitless potential of young people, shown through compassion, empathy, resilience, determination and perseverance• An excellent and confident communicator with staff, students, parents and outside agencies.• Commands the respect of staff and students• Ability to plan, monitor, evaluate and review.• A team player with effective leadership and management skills.• Excellent time manager; able to be flexible and adaptable and meet deadlines.• Data and admin competent, with good literacy and numeracy skills.• Commitment to the highest possible academic, social and emotional standards for students.• Non-judgemental solution-focused approach to problem solving and dealing with challenging students; ability to de-escalate effectively.• High expectations and a commitment to inclusive education including creating an environment for individual contribution and achievement and equality of opportunity.• The ability to work under pressure, retain a sense of perspective and maintain a good sense of humour, together with common sense!	
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