

Job Description

Post Title: Safeguarding and Family Engagement Officer

Grade: SO1

Responsible to: Designated Safeguarding Lead /Behaviour Intervention Centre Manager

Main objectives:

- Undertake the role of the Deputy Designated Safeguarding Lead in school
- Liaise closely with the Key Stage Pastoral Assistants, Heads of Years and families to assist in overcoming barriers to attendance, learning and achievement
- Establish and maintain positive, effective working relationships with disengaged and vulnerable families, leading on the provision of early help and support as necessary
- To support the senior leadership team in the deliverance of social and emotional support to students
- To assist the Designated Safeguarding Lead (DSL) in the delivery of statutory safeguarding
- To support the Behaviour Intervention Centre Manager within the Behaviour Intervention Centre

Main Duties and Responsibilities

- To work flexibly with the DHT Pastoral Care and Student Support, DSL other members of the SLT and Heads of Year in ensuring access to education and to support students who have been identified under the Safeguarding agenda
- To represent the school at Safeguarding meetings
- To support in the organisation and delivery of parental support events and parental workshops
- To support the DSL in the organisation and delivery of Safeguarding training with staff
- To work closely with external support agencies for students who are in the category of Child Protection Plan, Child In Need and Family Support Worker
- To be responsible for 'Looked After Children' across the key stages, attending all PEP/LAC review meeting where appropriate and report information back to key staff
- To organise and attend regular Child Protection supervision meetings and action any relevant points
- To support identified parents/carers (i.e. those known to Children Services and those categorised as vulnerable) with transitions (KS2-3/KS3-4 and KS4-5) along with the Key Stage Pastoral Assistant
- To lead on early help and support for families in need
- To communicate positively with parents
- To sign post relevant support/agencies to parents/carers
- To attend panel meetings and action relevant points
- To attend Year Team meetings if appropriate
- To actively liaise with the SEND team, Head of Year, DSL and Behaviour Centre Manager and action relevant points
- To support the Senior Leadership and Pastoral Teams in raising the profile of children under the Safeguarding agenda, disadvantaged and vulnerable students

Other

- To undertake training to achieve the competencies required for the post
- To perform basic First Aid as required.
- Building positive working relationships with all staff to enable all to work to best capacity.
- Performing any other duties commensurate with the grades as and when required by the line-manager or Head Teacher.
- Attend and participate in regular meetings as and when required.