


Job Description

 <p>The image shows the Brent Council logo, which consists of four interlocking loops in red, green, blue, and purple. To the right of the logo is the word "Brent" in a bold, black, sans-serif font. Above the logo is the crest of Preston Park Primary School, which features a shield with a yellow and blue design and a banner below it.</p>	<p>SCHOOL: Preston Park Primary School</p> <p>JOB TITLE: Safeguarding Officer</p> <p>Responsible to: Head of School</p> <p>Responsible for: Attendance & Forest School Lead Admissions & Welfare Officer</p> <p>Grade: SO1 - Point 23-25</p> <p>Term Time only</p>
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Lead on Safeguarding, the overview of frequent lateness, non-attendance and delivering parent support.

Key duties

- Be a deputy Designated Safeguarding Lead and work with the SLT in regards to child protection concerns
- Promote and support high levels of attendance and punctuality
- To support pupils in achieving their full academic potential
- Form strong relationships with parents/carers
- Deliver parent workshops

OVERALL RESPONSIBILITIES

To facilitate the educational partnership between home, school, wider school community and Local Authority, by support, liaison and negotiation; and where conflict arises to act as a facilitator in finding successful resolutions.

1. Actively promote the Preston Park Primary School and School vision, aims and objectives.
2. Comply with all Preston Park Primary School policies and procedures as well as ensure staff are aware and understand the child protection policy.
3. All staff commit to the safeguarding and promoting of the welfare of children and young people.
4. Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
5. Attend relevant school meetings, as well as any other relevant meetings associated with this role.
6. Meet with school staff, pupils and parents to identify problems and possible solutions.
7. Complete administrative tasks such as writing up case notes, sending letters to parents,

preparing school reports and building a rigorous evidence base of intervention.

8. Line managing the Attendance & Forest School Lead and the admissions & welfare officer.

9. Any other reasonable duties as required by the Headteacher.

KEY TASKS

1. To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.

2. To work to maintain positive and productive relationships between home and school.

3. To encourage parents to understand the importance of their role in their child's education.

4. To contribute to making all the School's policies and practices meaningful to parents.

5. To empower parents to have confidence in their own ability to deal with issues that relate to their own children.

6. To explore ways of encouraging parents to attend school functions e.g. parents evenings, class and celebration assemblies, SATs meetings etc.

7. To be a point of contact and a source of information for parents about the range of support agencies which are available to support them as well as signposting.

8. To make home visits as and when required.

9. To keep accurate records and data which can be used to influence future planning.

10. To monitor attendance and punctuality and follow up issues promptly.

Principal Accountabilities:

- To identify and work with individuals and groups of students, using regular attendance checks
- To work closely with parents/carers and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers

OTHER DUTIES

Referrals and admissions

To manage parental and local authority enquiries regarding potential referrals and liaise with the referral team.

To assist with the admission and induction of new pupils through processing incoming pupil referrals, and producing the necessary referral documentation in conjunction with the Headteacher.

To co-ordinate and conduct admission interviews in conjunction with the admissions and welfare officer and Headteacher.

To co-ordinate the admission and induction processes for new pupils, to ensure that the needs of transitioning pupils are effectively met, this will include active participation in the sharing of key information with staff teams through EHCP's, Pupil profiles, Placement Plans etc.

Attendance

To take supportive/remedial action in respect of individual absentees, to secure their regular attendance at school.

Give advice and support to schools on policies/procedures/strategies in relation to the whole school approach of managing individual pupil attendance.

Monitor and record the outcomes of planning with parents/pupils and schools to improve attendance, maintaining efficient and contemporaneous notes and records.

Monitor the effectiveness of schools policies/procedures and strategies in relation to individual and whole school approaches to managing attendance.

To advise and assist parents and pupils to reduce pupils' absenteeism, and to provide liaison between pupils, the school and/or parents to secure pupils' regular attendance at school, including assisting in identifying problems of which a pupil's irregular attendance may be a symptom.

Family, Community, and Multi Agency Liaison

To work directly with children and their families in the community, within their homes as well as at the school, in order to promote, strengthen and develop the relationship between parents/carers, children and young people and the school.

To help develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support children/young people and their families.

The Family Liaison Officer will be required to work in a variety of settings, in particular the home and school environments to develop, plan and participate in programmes of work with parents/carers and children, both individually and in groups across the nursery and the school.

KEY ACCOUNTABILITIES

- Pro-active management of referrals including the timely maintenance of the referral database
- Maintain accurate student attendance and lateness records on the Preston Park Primary School database on a daily basis when required.
- To make visits to pupils' homes on school attendance matters, and to discuss with pupils and parents solutions to the barriers to learning they are experiencing, which is adversely affecting their attendance at school.
- With guidance from the school, to ensure such problems which are outside the remit of the Family Liaison Officer are referred to an appropriate alternative agency to ensure that advice and expertise is available.
- Follow up student absences and lateness by telephone or other means, on a daily basis with guidance from relevant Preston Park Primary School policy.
- Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality and to take the lead on raising standards.
- In liaison with school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.

- Establish and maintain positive and productive relationships with all pupils, parents/carers, colleagues and other professionals including Local Authority and Childcare Service and Social Care, to develop and maintain these professional relationships.
- Provide accurate and regular attendance and lateness reports to relevant colleagues, School Senior Leadership Team.
- Liaise with outside agencies, parents/carers, social services, local authority and/or organisations in relation to information on student attendance and punctuality.
- Report any welfare and/or child protection concerns as per Preston Park Primary School policies and procedures.
- Take on the roles and responsibilities as determined by existing and successive legislation that may have an impact upon the role.



SAFEGUARDING

The Preston Park Primary School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

Person Specification

 	<p>SCHOOL: Preston Park Primary School</p> <p>JOB TITLE: Safeguarding Officer</p> <p>Responsible to: Head of School</p> <p>Responsible for: Attendance & Forest School Lead Admissions & Welfare Officer</p> <p>Grade: SO1</p> <p>Term Time only</p>
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Description	Essential	Desirable	Evidence
Qualifications:	<p>Grade A-C in both GCSE Maths & English (or equivalent qualification)</p> <p>The post holder will require an enhanced DBS (carried out by the school)</p>	<p>Further relevant qualifications</p> <p>First Aid at Work Qualification</p> <p>UK driving license and use of a car, as your work may involve visiting outside agencies and pupils at home.</p>	<p>Application Form</p> <p>Certificates of Qualification & Training</p>
Experience:	<p>Substantial relevant experience of working with families, including parents, pupils and other professionals and agencies.</p> <p>Awareness of Management Information System</p> <p>Positively working with hard to reach families and young people</p> <p>Line managing a small team</p>	<p>Previous post of responsibility within schools.</p> <p>Experience of working with outside agencies.</p>	<p>Application Form</p> <p>References</p> <p>Interview Process</p>
Knowledge:	<p>An understanding of the process of education, what teachers and other staff do and the roles and</p>	<p>Knowledge of inter-agency provision which support schools and families.</p>	<p>Application Form</p> <p>References</p>

	<p>responsibilities of pupils and parents.</p> <p>A good understanding of child development.</p> <p>How children develop as learners and assessing their progress.</p> <p>An awareness of current issues affecting children and young people</p>	Ability to facilitate/deliver workshops to parents or the willingness to learn	Interview Process
Professional Qualities:	<p>Able to assist in maintaining high expectations and standards throughout the school.</p> <p>Willingness to undertake training as appropriate and develop skills to support family liaison work.</p> <p>Able to work within a team.</p>		<p>Application Form</p> <p>References</p> <p>Interview Process</p>
Skills:	<p>Excellent communication both verbal and written</p> <p>Able to deal with confidential information sensitively and appropriately in line with school policy</p> <p>Ability to work in a non-judgmental way</p> <p>Confident and assertive</p> <p>Ability to work with outside agencies</p> <p>Ability to organise and prioritise work and to take effective decisions while working under pressure</p> <p>Be understanding of the needs of children and young</p>		<p>Application Form</p> <p>References</p> <p>Interview Process</p>

	people, particularly those with complex emotional, social or behavioural needs.		
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Preston Park Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.