



Corbets Tey School Job Description

Job Title:	Safeguarding and Family Support Practitioner
Hours/Weeks per year:	36 hours per week 40 weeks per year
Job Status:	Permanent
Responsible To:	Head Teacher / Teacher of Vulnerable families
Grade:	SO2 plus SEN allowance
Staff managed (if any):	None

Job Summary

- We are looking for a skilled, passionate, enthusiastic and dynamic Support Practitioner to enhance our commitment to achieving positive outcomes and wellbeing for our children and their families.
- We aim to strengthen our families' resilience and support them in being proactive in their own futures.
- We promote parent confidence in dealing effectively with behavioural challenges from their child or young adult.
- With a firm focus on achieving positive outcomes we work closely with vulnerable families to support positive changes and enable family health and wellbeing.
- We focus on early intervention and prevention through parent information sessions and training. The successful candidate will work with other agencies to provide seamless care and support for our families.
- We are looking for the right person to continue to strengthen our safeguarding arrangements to protect our children and families from abuse. We will be proactive in preventing abuse happening in the first place and dealing with issues quickly.
- We will support the post holder in terms of ongoing in-school support from the appropriate staff and ongoing CPD.

Key Functions

To support and contribute to policies, procedures, systems, structures, resources in place to promote the welfare and protection of children and families at our school and provide high quality support to vulnerable families. To actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding and wellbeing of children. To work with and support other staff to secure good outcomes for disadvantaged families.

Main Duties and Responsibilities

- To implement Corbets Tey Child Protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- To equip parents with strategies and positive routines to enhance family interaction and quality of life.
- To work directly with children in need and their families in order to promote, strengthen and develop the potential skills and knowledge of families in order to prevent children becoming looked after and/or suffering significant harm.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child or family
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, to act as lead professional and coordinate Early Help and Team Around the Family meetings
- Where appropriate to act as an advocate when supporting parents in meetings
- To support the care of children where their living arrangements are at risk of breakdown
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Corbets Tey School from planning and interventions meetings are successfully carried out and monitored
- To collate and produce statistical information with regards to safeguarding and pupil groups.
- To work with identified pupil premium group pupils and their families to narrow the attainment gap.
- To plan and assist on safeguarding training within school.

Accountabilities

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within Corbets Tey School.
- To maintain confidentiality at all times.
- To liaise and coordinate with colleagues and outside organisations regarding the Early Help Assessment Framework and to coordinate and monitor outcomes and progress
- Contribute to and oversee our register of students for whom we have cause for concern or have child protection plans.

- To adhere to all school policies and contribute to professional standards and the reputation of the school

General Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- To work in accordance to the schools equality policy.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works or volunteers for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out. The protection of our students from abuse is the responsibility of all staff within our school, superseding any other considerations. This school complies with 'Keeping Children Safe in Education' Sept 2016 and all potential employees will undergo vigorous vetting checks to ensure their suitability.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure.

Safeguarding and Family Support Officer - Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work pro-actively and independently and support the work of the team	✓		Application & interview
To be able to prioritise own workload in line with need on a daily basis	✓		Application & interview
A high level of initiative and commitment to keeping up to date in all current safeguarding and child protection legislation	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to work around out of hours time commitments when necessary	✓		Application & interview
Ability to communicate and interact sensitively and effectively with children and adults both within and beyond the school	✓		Application & interview
Ability to independently research services and solutions to issues that impact on children and their families	✓		Application & interview
To help families develop the skills to address the challenges that their child may present and promoting positive environments within the home (Including a sound understanding of behavioural approaches)	✓		Application & interview
Ability to follow directions given by members of the leadership team	✓		Application & interview
Ability to demonstrate respect for children and adults from all walks of life and be able to communicate with them and to listen to their views	✓		Application & interview
To be able to build good relationships with families that may be harder to engage	✓		Application & interview
Ability to summarise clearly and concisely and articulate concepts and proposals	✓		Interview
Ability to produce concise and complex reports	✓		Interview
Ability to demonstrate professionally assertiveness, clear thinking and the ability to negotiate.	✓		Interview

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Knowledge			
A knowledge and understanding of safeguarding requirements around procedures for information sharing and the need to keep sensitive information confidential	✓		Interview
A high level of knowledge and understanding of current safeguarding guidance	✓		Application & interview
An awareness of the additional challenges that families around a child with a learning or physical difficulty face	✓		Application & interview
A knowledge of children and young people with SEND or a commitment to developing this knowledge		✓	Application & interview
Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families	✓		Application & interview
An understanding of health, safety and security issues in schools		✓	Interview
Qualifications and experience			
Two years' experience, in a similar family support or social work/SEND education related role	✓		Application & interview
Extensive experience of working effectively with the parents /carers of children / young people and multiagency professionals	✓		Application & interview
A willingness to undertake training to complement the skills of the team.	✓		Application & interview
Confident IT skills to fulfil the administration aspects of the role	✓		Application
GCSE at level A – C in English and Mathematics (or equivalent)	✓		Application
A full valid driving license and the use of a car.	✓		Application

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