

Job Title: Family Liaison & Safeguarding Manager

Grade: Grade 5

Organisation: The Aspire Learning Federation: Elm Park Primary/R J Mitchell Primary **Reports To:**

Head of School/Designated Safeguarding Lead

Liaises with: DSL Team, Pastoral & SEMH Teams, Class Teachers, SLT, External Agencies

Job Purpose

The Family Liaison & Safeguarding Manager(Deputy Designated Safeguarding Lead) will work as part of the school's safeguarding and welfare team to promote the safety, wellbeing and attendance of pupils.

The post holder will:

- Take operational responsibility for safeguarding, welfare, behaviour and attendance within their allocated phase or cohort.
- Act as a key point of contact for vulnerable pupils and families.
- Work proactively with parents, carers and external agencies to ensure children are safe and able to thrive.
- Support the DSL in maintaining a strong safeguarding culture across the school.

The DSL retains overall strategic responsibility for safeguarding; however, the Family Liaison & Safeguarding Manager plays a critical role in ensuring day-to-day safeguarding practice is rigorous and effective.

Key responsibilities

1. Safeguarding & Child Protection

- Act as Deputy Designated Safeguarding Lead (DDSL).
- Manage and respond to safeguarding concerns in line with statutory guidance.
- Maintain accurate, confidential and up-to-date safeguarding records.
- Contribute to strategy discussions, child protection conferences, core groups and CIN meetings.
- Liaise with social care, police and other external agencies.
- Support referrals to outside agencies and coordinate follow-up actions.
- Promote safeguarding policies and procedures across the school.
- Support the DSL in delivering safeguarding training and issuing safeguarding updates to staff.

2. Family Liaison & Early Help

- Serve as a key point of contact for families requiring support.
- Build positive, professional and trusting relationships with parents and carers.
- Conduct home visits where appropriate.
- Provide advice and guidance to families to prevent escalation of concerns.
- Manage referrals to school-based and external support services (e.g. CAMHS, play therapy, school nursing).

- Produce half-termly safeguarding and welfare reports as required.

3. Attendance

- Lead operational attendance processes including first-day calling and follow-up.
- Conduct home visits where attendance concerns persist.
- Analyse attendance data to identify patterns and vulnerable groups.
- Work with SLT to implement attendance improvement strategies.
- Support families in overcoming barriers to regular attendance.

4. Pastoral Care & Behaviour Support

- Manage a caseload of pupils requiring additional welfare and SEMH support.
- Work alongside the behaviour and SEMH team to monitor emotional regulation and behaviour data.
- Support social and emotional interventions.
- Promote positive behaviour and restorative approaches.
- Respond to welfare concerns raised by staff and provide classroom support where necessary.

5. Record Keeping & Administration

- Maintain safeguarding and welfare recording systems.
- Collate and produce statistical information regarding safeguarding, welfare and attendance.
- Prepare written reports for meetings and external agencies.
- Ensure documentation complies with statutory and federation expectations.

6. Professional Collaboration

- Meet regularly with teaching and support staff regarding vulnerable pupils.
- Support staff in understanding safeguarding procedures.
- Work collaboratively as part of the safeguarding and pastoral team.
- Attend meetings that may occasionally occur outside of normal working hours.

7. Wider School Duties

- As part of the role of Family Liaison & Safeguarding Manager, you will also work as a member of the play team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the play team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The play team is also responsible for ensuring that all our children have a pleasant eating experience at lunch time, while maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon. Please see the separate Play Team Member job profile attached to this job profile.
- Support school routines and behaviour systems.
- Undertake administrative tasks appropriate to the role.
- Participate in performance management and professional development.
- Promote equality, inclusion and anti-discriminatory practice.

8. Professional Expectations

The post holder will:

- Uphold the values, ethos and culture of the federation.
- Maintain strict confidentiality.

- Work flexibly within the scope of the role.

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- Take reasonable care of health, safety and security within the school environment. 9.

Safeguarding Statement

The Aspire Learning Federation is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced DBS clearance and satisfactory references.

This post is exempt from the Rehabilitation of Offenders Act 1974.

10. Person Specification

Essential Skills & Abilities

- Ability to organise workload, prioritise effectively and meet deadlines.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills with adults and children.
- Ability to respond calmly and effectively to unexpected situations.
- High level of discretion and understanding of confidentiality.
- Ability to manage safeguarding documentation accurately.

Essential Knowledge

- Understanding of safeguarding and child protection procedures.
- Knowledge of attendance processes and statutory expectations.
- Awareness of mental health and SEMH needs in children.
- Understanding of equality, inclusion and anti-discriminatory practice.

Essential Qualifications & Experience

- GCSE Grade C/4 or above in English and Mathematics.
- Relevant safeguarding training (or willingness to undertake training).
- Minimum of three years' relevant experience in a school or similar setting.
- Experience working with vulnerable children and families.

Desirable

- NVQ Level III (or equivalent) in administration, child care, safeguarding or related field. • Experience using school MIS systems (e.g. SIMS, CPOMS).
- Experience attending multi-agency meetings.
- DSL or DDSL training.

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