**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

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| **Job Title** | Family Liaison Support Officer and Designated Safeguarding Lead (DSL) |
| **Hours** | 40 hours p/w |
| **Working Weeks** | 41 weeks p/a |
| **Salary** | £33,921.30 - £40,978.35 |
| **Responsible to** | Headteacher |
| **Responsible for** |  |
| **Purpose of Job** | To safeguard and protect the children, young people, and staff at Dovecote School by providing professional leadership in Safeguarding practice across Dovecote School as DSL.  To support families as Dovecote Family Liaison Officer. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all students with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Student voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring, and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy, and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence, and resilience to face future challenges |

**AIMS AND OBJECTIVES**

* To deliver safeguarding training, update and implement policies and procedures and share the learning from Serious Case Reviews with all staff, volunteers, mentors, and governors.
* To receive safeguarding referrals and coordinate our procedure which addresses and prioritises the needs of those affected, by liaising with statutory agencies.
* To promote awareness and positive attitudes towards education to parents and carers to ensure they are aware of statutory responsibilities.
* To monitor and quality assure safeguarding records and chronologies, ensuring that actions are taken and recorded in a timely fashion.

**MAIN DUTIES & RESPONSIBILITIES**

* Be committed to safeguarding and promoting the welfare of children and young people.
* To support both students and their families with presenting safeguarding issues.
* Assist with the School’s legal responsibility in locating Children Missing Education (CME) and to support those families who wish to educate their children at home (EHE).
* Refer all cases of suspected abuse to the local authority’s children’s social care and:
* The Local Authority’s Designated Officer (LADO) for child protection concerns involving a member of staff.
* Disclosure and Barring Service (in consultation with Human Resources) where a person is dismissed or left due to risk/harm to a child.
* Police, cases where a crime may have been committed.
* Liaise with the Head Teacher about issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
* Act as a source of support, advice, and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
* Obtain access to resources and attend any relevant or refresher training courses.
* Work directly with children in need and their families in the community to promote, strengthen and develop the potential of parents/carers and their children to prevent children missing in education/becoming looked after and/or suffering significant harm.
* Liaise with schools to ensure smooth transition for children who are currently working with multi-agencies.
* Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
* Encourage a culture of listening to children and young people, taking into account their wishes and feelings so that measures may be put in place to protect them.
* Respond appropriately to disclosures or concerns which relate to the well-being of a pupil, family member or member of staff.
* Maintain accurate, confidential, secure, and up to date records in all cases of safeguarding and child protection.
* Coordinate referrals to multi-agencies and where appropriate act as the lead in professionals’ meetings.
* Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Dovecote School from reviews, planning and intervention meetings are successfully carried out and monitored.
* Raise awareness of the Safeguarding and Family Liaison Officer role to students, young people, parents/carers, and other stakeholders.
* To ensure the school’s Child Protection Policy is reviewed annually and the procedures and implementations are updated and reviewed regularly in liaison with the governing body.
* To ensure that the Child Protection Policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the school’s role in this.
* Attend the Local Safeguarding Children’s Board termly network meetings as required.
* Update the safeguarding deputies of any changes to procedures or practices as soon as practicable.
* When students leave the school ensure that a copy of their Child Protection file is transferred to the new school as soon as possible, separate from the main file.
* Challenge behaviour which breaches the Code of Conduct.

**Strategic leadership and accountability**

* In conjunction with the Family Liaison, Inclusion and Wellbeing Coordinator (FIWCo) be accountable for liaison with families and external agencies.
* To lead by example.
* To be a member of the Senior Leadership Group (SLG) and attend relevant meetings.
* In conjunction with the FIWCo identify priorities and targets for Family Liaison within a Family Liaison Learning Plan and ensure their implementation, monitoring, and evaluation.
* Develop, implement, and monitor safeguarding and Family Liaison policies and practices.
* To set a good example to staff and students through their own personal and professional conduct and appearance.
* To report to and to be accountable to the Head and the Advisory Board.
* To be actively involved in whole school development, contributing to the production, implementation, and evaluation of the Strategic Plan.

**Accountabilities**

Attend and participate in Child Protection conferences and Planning and Review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place outside of normal working hours.

* Plan and complete professional assessments of need and risk (S17 and S47 reports) in respect of parents/carers by using Local Authority procedures.
* Always maintain confidentiality and be aware of data protection and the sharing of information.
* Maintain and monitor Dovecotes CPOMS confidential database of safeguarding referrals.
* Adhere to the school’s policies as outlined in the staff handbook.

**Practice**

* Ensure that all students, adults, and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse, and exploitation.
* Maintain strict confidentiality.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

**Continuous Professional Development**

* Assume responsibility for own professional and personal development.
* Maintain a high level of competence to deliver the organisation’s requirements.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, children’s safeguarding, and all relevant regulatory and legal requirements impacting on the organisation and services.
* Attend and participate in supervision
* Undertake relevant mandatory training.

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Be responsive and reflective * Be accountable, honest, and reliable. * Provide individuals with confidence, inspiration, direction, and guidance. * Understanding and empathy with the work of the school * Self-motivate with a positive attitude * Develop innovative solutions * Ability to use clear language to communicate information unambiguously * Ability to listen effectively * Ability to negotiate effectively with adults and children |  |
| **Job Skills** | * Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. * Ability to prioritise * Ability to use IT: Microsoft Word and Outlook, * Strong organisational skills * Attention to detail * Ability to write detailed reports, letters etc * Ability to work collaboratively and co-operatively with all professional colleagues and students * Successful experience working with children in a school/early years environment * Good reading and writing skills * Good numeracy skills * Good working knowledge of ICT to support learning |  |
| **Knowledge & Experience** | * Knowledge and understanding of the principles of teamwork * Non-discriminatory practice * Excellent understanding of Safeguarding legislation, policy, and procedures. * Ability to demonstrate effective implementation of the school’s behaviour management policy * Ability to assess progress and performance and recommend appropriate strategies to support development * Understand and support the importance of physical and emotional wellbeing. * Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information. * Knowledge of the procedures e.g., MASH referrals and Early Help Assessments * Have knowledge and understanding of the different social, cultural, and physical needs of students. | * Working with children and young people who have experienced trauma. * Detailed understanding of child development * Have training in aspects of SEN, i.e., ADHD, Dyslexia, Autism * Knowledge of Special Educational Needs and Education Health Care Plans * Positive Behaviour Management strategies * An understanding of the needs and difficulties which people with mental health problems or other disabilities face. * Physical Intervention training |
| **Qualifications** | * Safeguarding training – multi agency work. * Full Manual UK Driving License * Basic knowledge of First Aid and good understanding of the school * GCSE, ‘O’ Level or equivalent qualifications in Math’s and English. | * Successful completion of SEN training * Qualified as a Designated Safeguarding Lead |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback. |  |

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