





**Safeguarding/Attendance and Family Liaison Officer**

**GRADE 29-33 (£25,951 - £29,323 pro rata, actual salary £21,763 - £23,735 )**

**35 Hours per week – Term time only + 5 days**

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Dear Colleague

Thank you for expressing an interest in this post.

At Willowpark and Woodlands Primary Academies we have some wonderful children, committed staff and a community that deserves the very best from their local primary academy. We are seeking to appoint a Safeguarding/Attendance and Family Liaison Officer with special qualities, who will benefit from this strong partnership. If you are the person we are looking for you will have the following skills:

* Competence, expertise and a proven track record in the welfare of children.
* A clear understanding of safeguarding/attendance practice in primary school.
* Outstanding communication in both speech and writing.
* An unfaltering commitment to the safeguarding of our families

The Governors, and our Sponsor, South Pennine Academies will ensure that Willowpark and Woodlands Academies provide the very best educational success for our young people. We have created a great relationship between Governors, Trust, CEO and staff which will be both challenging and supportive as we work together to create two outstanding Academies.

If you think that you are right for the role then we look forward to receiving your application. If you wish to discuss the role in more detail, or would like to visit the school, please do not hesitate to contact Alison Black, Executive Principal at [**ablack@willowparkacademy.org**](mailto:ablack@willowparkacademy.org)**.**

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Yours faithfully



Alison Black

Executive Principal

Willowpark and Woodlands Primary Academies

# The Academies

This is a hugely exciting time for Willowpark and Woodlands Academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of primary school children in the East Oldham area through the development of a new partnership between the two schools.

Willowpark (NOR 225) & Woodlands (NOR 271) Primary Academies are based in the heart of vibrant and diverse communities in East Oldham, just minutes away from each other. Both Academies are recent additions to South Pennine Academies with Willowpark joining in September 2016 and Woodlands in March 2017. This means that there will be no Ofsted inspection of the schools until September 2019 at the earliest. The partnership operates with one Local Academy Board, exploiting the benefits of shared opportunities, CPD and resources and utilizing the skills and talents of staff both within and across the academies to ensure all children reach their full potential. If you join our team, you will be well supported in your career through exceptional professional development, a knowledgeable Academy Board and, most importantly, wonderful children and supportive staff.

We are an outward looking partnership with a passion for making a difference and not accepting excuses for low standards. We have set an ambitious vision for the future and have a clear understanding of what can be achieved with the benefits of shared expertise, including our commitment to reducing teacher workload through joint working and development of common systems.

# The Role

First and foremost, we are looking to appoint a Safeguarding/Attendance and Family Liaison Officer who is highly motivated and knowledgeable on safeguarding and attendance procedures, who has the passion, energy and skills to make a difference.

We are keen to match the role to the skills and experience of the successful candidate and we have the flexibility to do this. We take our role in raising the aspirations of our families and meeting the ambitions of our staff very seriously. If you are hardworking and have the drive to want to make a difference then we very much look forward to hearing from you.

# The Trust

# Key Priorities

**Strong and effective leadership**

Strong systemic leaders, who have vision and belief, are key to the trust. Principals who use targeted support to build capacity in leadership teams, managing change and sustaining a whole school approach that leads to improved outcomes for all students.

# High Performing Staff

Targeted strategies are used to ensure teachers, associate and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Staff within South Pennine Academies benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

# Successful students

Every student, in every phase needs a personalised approach. We ensure

opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who

become highly effective members of society.

# Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students’ achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible. Strategic planning with a range of organisations is effective in meeting individual needs.

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Safeguarding/Attendance and Family Liaison Office** based at both Willowpark and Woodlands Primary Academies (South Pennine Academies) then you should;

* + Follow the link to complete the online application form.
  + Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
  + Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Willowpark and Woodlands Academies.
  + Submit your application by **9am on Monday, 11th December 2017.** *Late applications will not be considered.*

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**The benefits of joining Willowpark and Woodlands Academies**

We are committed to developing all staff within their roles and creating opportunities for further career progression.

* **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or Local Government Pension Fund.
* **SAS** - The Academy uses Schools Advisory Service as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a stress counselling service, physiotherapy service, cancer support service and a 24 hour GP Helpline.
* **Wellbeing Benefits** including annual flu vaccinations and much more!
* **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.

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**JOB DESCRIPTION**

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| JOB TITLE**: Attendance/Safeguarding and Family Liaison Officer** | |
| **SCHOOL: WILLOWPARK AND WOODLANDS PRIMARY ACADEMIES** | |
| **GRADE: Scale 6** | **HOURS: 35 hours p/w TT0 + 5 days** |

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| **JOB PURPOSE:**  To work under the guidance of the DSL and Head of School to implement safeguarding and child protection policies, procedures and guidance. To address child protection concerns including the co-ordination of referrals, dealing with cases and external agencies, attending meetings, writing safeguarding reports and referrals.  Addressing issues surrounding pupil attendance and punctuality management including parental meetings, writing reports and presenting data to ensure both schools achieve excellent attendance.  Work with families to promote parental engagement and organise parent/family support classes and initiatives as agreed with the Executive Principal.  FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST. |

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| **KEY TASKS** Safeguarding  1. Implementing child protection policy and procedures. 2. Responding appropriately to disclosures or concerns relating to the wellbeing of children. 3. Maintaining accurate, confidential and up-to-date documentation on all cases. 4. Liaising with school staff in initiating multi-agency referrals for pupils. 5. Receiving and coordinating referrals, arranging action and reviewing services for children and families with guidance from the DSL. 6. Liaise with the DSL regarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. 7. 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 in consultation with the DSL. 8. Liaise directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm. 9. Liaise with local and feeder schools to ensure smooth transition for children who are currently working with multi-agencies. 10. Encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them. 11. Respond appropriately to disclosures or concerns which relate to the well-being of a child. 12. Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection. 13. Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professionals meetings.   .   1. Ensure that students who are victims of abuse are supported appropriately and sensitively, planning and intervention meetings are successfully carried out and monitored being alert to the specific needs of children in need, those with special educational needs and disabilities and young carers. 2. 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 Academy’s role. 3. Maintain confidentiality at all times and be aware of data protection and the sharing of information. 4. Work with staff to maintain a confidential database of safeguarding referrals. 5. Adhere to the School’s policies as outline in the staff handbook. 6. Produce reports as agreed with the DSL/Head of School.   Attendance   1. Be the main contact for all attendance issues and chase up reasons for absence on a daily basis. 2. Ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked and to communicate to them their legal responsibility to ensure their children’s regular and punctual attendance. 3. Meet with the responsible Head of School on a regular basis to review pupils’ attendance and punctuality and progress towards whole school and year group targets 4. Produce attendance and punctuality reports as required. 5. Work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed. 6. Keep accurate, up to date records of all casework. 7. Produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals etc.   Family Liaison   1. Undertake structured and agreed learning activities and programmes to support parents and families on a variety of subjects. 2. Establish constructive relationships with parents and carers, promoting the school’s home/school policy and other school initiatives. 3. Actively promote parental engagement in school life.   Other Tasks   1. Maintain manual and computerised records/ management information systems. 2. Undertake typing, word processing and other ICT based tasks. 3. Take notes at meetings when required. 4. Undertake administrative procedures and duties if needed. 5. Maintain and collate pupil reports. 6. Undertake similar duties commensurate with the level of the post as required by the Executive Principal and Head of School. |

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| **CONTACTS:**  Parents/relatives/carers  External agencies including Social Care, Educational Psychologists and other education or health care professionals  Senior Leadership Team/Teaching and support staff |

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| **EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS & TRAINING REQUIREMENTS:**  See attached Person Specification. |

###### Safeguarding/Attendance and Family Liaison Officer

###### *Key: A = Application I = Interview R = Reference*

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| Selection criteria | Method of Assessment | Essential | Desirable |
| **1. Qualification and Training:** | | | |
| 1.1 Professional qualification in social care or equivalent. | A, I & R |  | ✓ |
| 1.2 A continued commitment to own professional development. | I | ✓ |  |
| 1.3 Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children. | A & I | ✓ |  |
| **2. General Experience and knowledge** | | | |
| 2.1 Knowledge of current legislation, guidance and developments relating to the subject area. | A & I | ✓ |  |
| 2.2 Experience in the area of safeguarding children. | A & I | ✓ |  |
| 2.3 A good understanding of the work of safeguarding boards and associated legislation and statutory guidance to be able to work confidently in a multi-agency setting. | A & R | ✓ |  |
| 2.4 Experience in communicating to a range of audiences and providing learning activities and programmes. | A, I & R | ✓ |  |
| 2.5 Experience in school management systems including CPOMS, SIMS and/or RMIntegris. | A, I |  | ✓ |
| 2.6 Full driving licence and means to travel. | A, I | ✓ |  |

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| **9. Personal Style and Behaviour** | | | |
| 9.1 Tact and diplomacy in all interpersonal relationships with parents, outside agencies, pupils and colleagues at work. | A & I | ✓ |  |
| 9.2 Ability to communicate effectively. | A & I | ✓ |  |
| 9.3 Have high expectation of oneself and others. | A & I | ✓ |  |
| 9.4 Self-motivation and personal drive to complete tasks to the required timescales and quality standards. | A & I | ✓ |  |
| 9.5 The flexibility to adapt to changing workload demands and new school challenges. | A | ✓ |  |
| 9.6 The ability to work well under pressure and in more than one setting | A & I | ✓ |  |
| **10. Values** | | | |
| 10.1 A genuine passion and a belief in the safekeeping of every pupil | A & I | ✓ |  |
| 10.2 Motivation to continually improve standards and achieve excellence. | A & I | ✓ |  |
| 10.3 Commitment to equally of opportunity and the safeguarding and welfare of all pupils | A & I | ✓ |  |
| **11. Other** | | | |
| 11.2 Willingness to travel between schools in the Trust | A | ✓ |  |
| 11.3 Willingness to work in schools across the Trust | A | ✓ |  |
| 11.4 Willingness to attend training and CPD opportunities | A | ✓ |  |
| 11.5 Be willing to consent to, and apply for, an enhanced disclosure to a DBS Check, Self-Declaration and references. | A | ✓ |  |

*This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of South Pennine Multi Academies Trust.*