



**Elms Bank**  
School & College



Family Liaison Officer (Deputy  
Designated Safeguarding Lead)

Candidate Pack



Part of the

**Oak**   
Learning Partnership

Please visit our school website for further information.  
<https://www.elmsbank.co.uk/>

# Welcome from the Headteacher

Dear Candidate,

**Welcome to Elms Bank! Thank you for taking the time to read about our wonderful school and your interest in working as part of our amazing staff team. We are highly committed to staff development and pride ourselves on having clear career pathways and opportunities for all staff at Elms Bank and across the Trust. We are looking for individuals who are enthusiastic about making a difference, can think creatively and continually reflect on how to improve outcomes for young people.**

Elms Bank is a school with a real sense of community! We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

Our Vision – is ‘Excellence for All’. Elms Bank offers a holistic provision. Our students’ achievements and successes are celebrated widely. We use innovative and **aspirational** strategies to increase students’ **resilience** and confidence to overcome barriers to ensure their lives are enriched both now and into adulthood. We believe that at the heart of a student’s personalised success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community; where every staff member leads with **integrity** and compassion to achieve ‘Excellence for All’.

Orienne Langley-Sadler

**Headteacher at Elms Bank School**







**"I really enjoy  
working at Elms Bank.  
Everyone is valued and we  
are part of a collaborative  
community that brings  
people together. I could  
not think of a better place  
to work."**

Teaching Assistant at  
Elms Bank

# Family Liaison Officer (Deputy Designated Safeguarding Lead)

**Salary:** Grade 10, SCP 24 - 27, actual salary £31,306 - £33,885 per annum

**Hours:** 37.5 hours per week, term time only plus 5 PAD days and 15 additional days

**Closing Date:** 9.00 am, Monday 13<sup>th</sup> May 2024

## Required as soon as possible

The Trust, on behalf of Elms Bank School, are seeking to appoint a dedicated and highly motivated Family Liaison Officer (Deputy Designated Safeguarding Lead). The successful candidate will join a team of exceptional professionals, working with pupils who have a range of complex needs including profound and multiple learning difficulties and autism. You will be part of an excellent team and provided with extensive support that will enable you to develop to your full potential both in this role and beyond.

### **The ideal candidate will:**

- Have the ability to nurture and develop trusting relationships with pupils, parents and carers, and families in order to support their needs.
- Be committed to safeguarding and promoting the welfare of children and young people ensuring that they are protected from harm.
- Offer a whole family approach to families with complex needs.
- Promote the self-esteem of pupils and their families.
- Support in the successful learning and participation in education activities to help pupils overcome barriers that are preventing them from achieving their full potential.

Successful candidates may be asked to work at either of our school or college sites.

### **In return our trust can offer you:**

- An incredible opportunity to be part of an exceptional school and work with experienced and successful leaders.
- The chance to be part of a growing and forwarding thinking trust that will provide wider opportunities in the future.
- Extensive support to progress your potential at an exciting time in our development.
- An opportunity to work within an inclusive and values driven organisation and the chance to be part of a highly skilled, dedicated, and hardworking team.
- Support with health and wellbeing via 'Medicash', a Health Cash Plan that is paid for by the trust and gives access to a range of helpful benefits. The trust also provides access to 'Welbee', a dedicated staff wellbeing improvement service.

# How to Apply

## Overview of Role - Support Staff

### Overview of Job/Role from Headteacher

Support staff are the fundamental backbone of Elms Bank School and College. Our support staff are widely celebrated and are recognised as being an integral part of the wider staff team by everyone at Elms Bank. Clear line management exists within Elms Bank, and across the Trust, so that everyone who works in a support staff role feels supported and invested in. Many of our support staff have gone on to progress in their careers in various roles across Elms Bank and the Trust.

If you feel you can be part of an innovative team, where individuals matter, and qualities of integrity, resilience, reflective practice and teamwork are truly important, then we would be really looking forward to receiving an application from you.

**Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.**

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Please note, we reserve the right to close this vacancy early if we receive sufficient applications for the role.**

**We ask that you do not send CV's, and applications are to be completed via our vacancy portal:**

**[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](http://oaklp.co.uk)**







**"The school has highly effective systems for managing students' behaviour. The systematic approach, consistent use of the behaviour policy and skilled behaviour management result in students with more challenging behaviour making exceptional progress in gaining self-control and re-engaging with learning within a very short space of time."**

Ofsted 2014

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## Job Description

**Normal place of work:** Elms Bank, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** Mondays 8.45 am – 4.45 pm and Tuesdays to Fridays 8.00 am to 4.00 pm

The post is 37.5 hours per week term time plus 5 PAD days and 15 additional days to be worked during school closure.

**Responsible to:** Strategic Safeguarding Lead

### PURPOSE OF THE POST

- To support, under the direction of the Strategic Safeguarding Lead, the continuation of a strong culture of safeguarding across Elms Bank School and College.
- To support the coordination of the work of the Engagement and Wellbeing Team support practitioners, being a point of contact to aid the operational functions of the team.
- To be the lead DDSL, under the guidance of the Strategic Safeguarding Lead for the school and college.

### DUTIES AND RESPONSIBILITIES

- To lead safeguarding interventions and actions across the school, under the direction of the Strategic Safeguarding lead.
- To receive and coordinate referrals, arranging actions and reviewing services for children and families through the TAF process and across the continuum of need.
- To maintain accurate, confidential and up to date documentation on all cases of social care, safeguarding and child protection.
- To monitor, and quality assure the recording of safeguarding information, providing advice and guidance to staff.
- To 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 in order to prevent children becoming looked after and/or suffering significant harm.

- To provide support and guidance to carers and as part of our wider parental engagement strategy. This may include facilitating parental workshops/delivery of programmes.
- To lead meetings (TAF/CIN/CP) and attend a range of other meetings to ensure that each vulnerable young person receives the very best input from a range of services.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To lead with colleagues in all aspects of supporting the safeguarding of young people.
- To help lead in the development of safeguarding training and CPD across Elms Bank.
- To ensure that the school promotes a positive image in the community in all matters related to the care of young people.
- To help lead the commitment to safeguarding ethos and promote the welfare of children and young people ensuring that they are protected from harm. To be able to recognise the additional barriers which children with SEN/D face in remaining safe, and to advocate for them.
- Attend home visits where required.
- Attend meetings as appropriate and record accurate minutes as required.
- Attend staff/development meetings at school, as required.
- Undertake administrative tasks as necessary.
- To communicate effectively to all members of the Partnership and the wider community, in particular, on matters concerning pupil safety, behaviour, and attendance.
- Contribute to the overall visions, values and aims of the school.
- Appreciate and support the role of other professionals to best meet the needs of the pupils.
- To be committed to the principles of on-going professional development and to undertake appropriate training as required.
- To undertake any other duties and responsibilities commensurate with the salary or instructed by SLT.

## CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.

Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.



# Family Liaison Officer (Deputy Designated Safeguarding Lead) Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"><li>NVQ 3 level qualification or equivalent in child development, youth work, community, or school based subject. Applicants with results due are able to apply.</li><li>GCSE A* - C in English, Maths and ICT or Level 2 Key Skills qualification in English, Maths and ICT. Applicants with results due are able to apply.</li><li>Experience of working with children and young people in relation to child protection and safeguarding issues.</li><li>Experience of working with / supporting SEN/D pupils and an understanding of the barriers they face in relation to safeguarding, engagement with learning and wellbeing.</li><li>Proven experience of acting as lead professional on Early Help including completion of Early Help assessments.</li><li>Experience of working autonomously, managing a caseload of young people.</li></ul>		<ul style="list-style-type: none"><li>Education to degree level or equivalent experience in a relevant field, e.g., teaching, social work, nursing, youth work</li><li>Child Protection Level 3 trained/ be willing to undertake training.</li></ul>
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"><li>Experience of and ability to demonstrate leadership qualities in responding to and managing safeguarding concerns.</li><li>Thorough working knowledge of child protection legislation, statutory guidance and LA procedures for safeguarding young people including levels of intervention (LAC, CP, CIN, Early Help, Universal).</li><li>Clean Driving licence and willingness to complete home visits as required.</li><li>Ability to use ICT software such as Microsoft, CPOMS, and other packages.</li><li>Ability to communicate effectively with a range of stakeholders.</li><li>Experience of providing mentoring/coaching of colleagues in relation to child welfare.</li></ul>		<ul style="list-style-type: none"><li>Experience of building community/voluntary/ parent/ carer and partner agency links.</li><li>Experience of leading a team or community project/ area of school development.</li></ul>
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL		
<ul style="list-style-type: none"><li>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.</li><li>Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.</li><li>Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.</li><li>Establish constructive relationships with parents and carers.</li><li>Able to improve their own practice through observations, evaluations and discussion with colleagues.</li><li>Excellent attendance record.</li></ul>		

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank School, which is a member of Oak Learning Partnership.

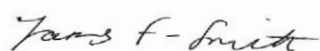
Our trust is a cross phase which consists of primary, special and secondary schools. We have a vision to create a family of exceptional schools who transform the lives of young people. Our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people, want to join a trust at an exciting part of its journey, we would love to hear from you.



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**



[oaklp.co.uk](http://oaklp.co.uk)



# Our Vision

To transform lives through a highly inclusive educational approach.



**Inclusion** is at the  
heart of our trust

- We are **compassionately rigorous**; we care deeply about our community which is why we push everyone to reach their full potential even if this is difficult.
- We have **unconditional positive regard**; we treat everyone with respect, dignity, and warmth regardless of the circumstance or challenge.
- **We leave no one behind**; we count in ones and focus on individual needs whilst ensuring everyone can thrive.
- **Everyone is welcome**; we actively embrace diversity and are relentless in how we teach our stakeholders the importance of this.



# Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



## Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



## An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



## Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



## Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



## Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.



## Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.





**"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."**

Member of our Trust  
Estates and Facilities  
staff

# Workload Charter



## Email Embargos

No expectation that emails should be responded to out of working hours.



## Working Practices

Workload managed in line with role.



## Investment in Staff

Clear career progression and funding available for Continuing Professional Development.



## Induction

Agreed programme of induction for all staff.



## Open Door Policy

Open door policy allowing easy access to senior leaders.



## Staff Rooms

Are comfortable, dedicated, physical space within school where staff can take time out.



## School Calendar

Planned and managed by Senior Leadership Team and issued at the beginning of the academic year.



## Systems

Adopt systems to make the process effective and free up more time.



## Communication Strategies

Agreed protocols in each school for communication.



## Wellbeing

Access to specialist external support.



## Staff Voice

Annual Staff wellbeing Survey and regular feedback drop-in sessions.



## Residential Payback

Staff received time back following their involvement in residential trips.



## Instructional Coaching

Is adopted by all trust schools allowing staff to practise and develop their skills.



## Being Flexible

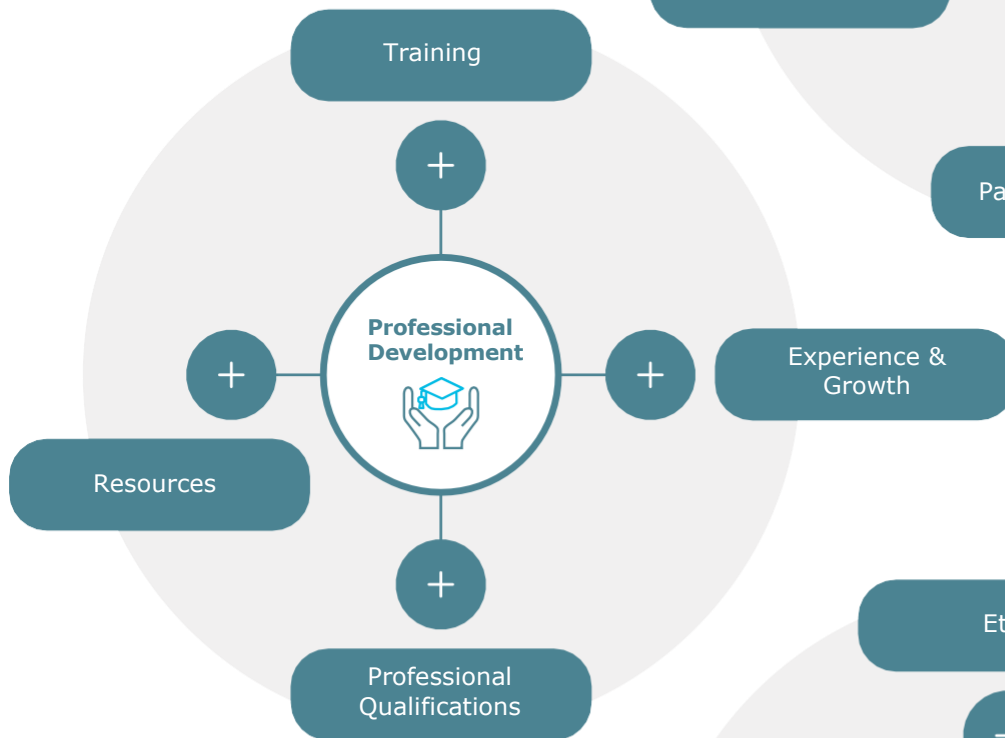
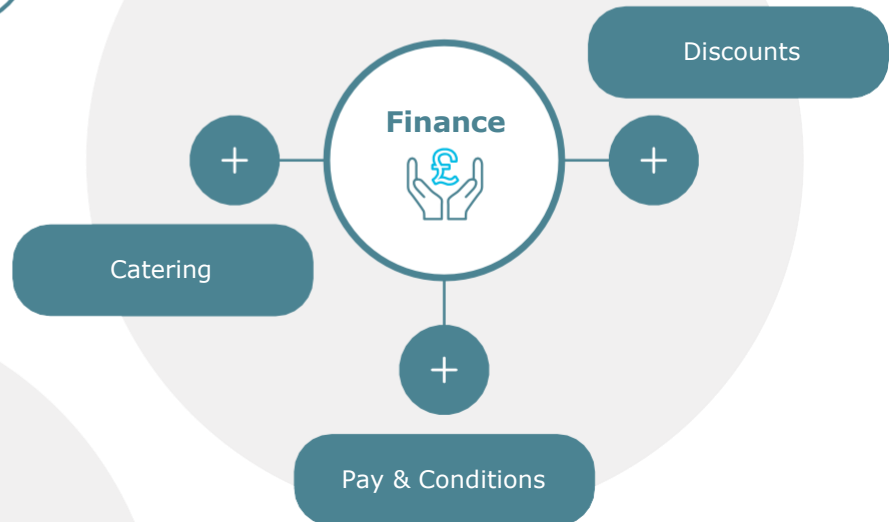
Flexible Working policy and practises available.





# Staff Benefits

In order to attract the strongest talent, we offer a competitive reward and benefits package





**Elms Bank**  
School & College

**Elms Bank**  
Ripon Avenue  
Whitefield  
Manchester  
M45 8PJ

0161 766 1597

[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

[www.elmsbank.co.uk](http://www.elmsbank.co.uk)



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