

**Job Description**

**Safeguarding and Education Welfare Advisor/Consultant**

**Salary £27,000 - £32,000 (based on experience) Pro Rata Term Time Only + 2 weeks**

**Role overview:** To act as a Safeguarding and Education Welfare Advisor, working with children, families and providing specialist knowledge and expertise to schools and education settings. This role ranges from working closely with senior leaders to improve practice within their school or setting by providing advice and consultancy, to facilitating reflective safeguarding supervision and working directly with children and families to safeguard and improve outcomes for children and families on behalf of the school.

**Duties and responsibilities:**

• To maintain a strong commitment and child centred approach to safeguarding and promoting the welfare of all children and young people.

• To maintain high professional standards and a strong customer focus at all times.

• To provide guidance, advice and support to schools and those in other relevant agencies on a range of Safeguarding and Attendance related issues.

• To proactively promote and advocate for excellence in practice in safeguarding and attendance in educational settings by providing advice and guidance on policies and best practice.

• To collate, monitor and evaluate information relating to safeguarding and attendance in schools.

* To facilitate supervision sessions using a reflective practice model focusing on safeguarding and attendance-related casework.

• To develop, encourage and foster good working relationships between partner agencies and schools involved in safeguarding and attendance to develop effective partnership working.

• To visit schools in relation to providing advice and guidance on safeguarding and attendance best practice and latest research.

• To produce regular updates and information on safeguarding and attendance for schools and colleagues.

• To keep fully up to date with changes in guidance and legislation, current research, safeguarding training and mandatory training.

• To review and update safeguarding and attendance related school policies in line with changes to government policies and guidance documents.

• To work flexibly with children, young people, their families, and others in providing help and support in EWS related areas of work, including home visits, family support work and other related interventions.

• To prepare and submit written reports as and when required.

• To use ICT to maintain accurate records.

• To bring any procedural deficiencies to the attention of the Director of KD Safeguarding and help resolve them.

• To complete appropriate referral forms for different agencies/services and provide support to others on how to do so.

• To assist in a range of duties related to safeguarding and attendance.

• To co-operate with Children and Families Services in their role in the investigation and monitoring of Child Protection issues and contribute to case reviews.

• To chair meetings e.g. family group conference, team around the child/family, attendance panels.

• To attend and contribute to early help meetings, child in need meetings, core groups and care planning meetings.

• To complete early help assessments and proactively support families and help them to overcome any identified issues and barriers to accessing education.

• To fully participate in regular supervision sessions, staff appraisal schemes and in service and interagency training and team meetings.

• To advocate and promote the services of KD Safeguarding and actively contribute to sales and marketing activities.

* To work in line with KD Safeguarding policy and procedures.

• To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

• To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with KD Safeguarding organisational policy and procedures.

• To complete organisational tasks and activities and any other related duties commensurate with general level of responsibility of the post.