



Child and Family Welfare Leader

Job Description

Responsible to: Senior Leadership Team

Purpose of the post:

- To work with and support vulnerable children and families.
- To provide an effective interface between school and other agencies / services / partners.
- To be one of the deputy designated safeguarding leads within school.
- To promote the wellbeing and safety of children and families within school and in the wider community.

Responsibilities:

1. To be a deputy designated safeguarding lead within school, promoting the welfare and safety of all pupils and to manage specific safeguarding and child protection issues within school during term time.

Duties Include:

- a. To monitor and review the implementation of the relevant policy documentation and procedures to ensure they are adhered to, and that they remain current and fit for purpose.
 - b. Responding to safeguarding and child protection concerns within school, supporting children, families and staff where concerns are identified.
 - c. To maintain accurate records, write reports, and attend meetings as directed by children's services or school and in compliance with data protection legislation.
 - d. To promote the safety of all children through raising and maintaining staff awareness of safeguarding priorities; at school and wider level via:
 - Training
 - Dissemination of information
 - Availability in school to support colleagues
2. Work directly with parents of targeted children and young people, including;
 - a. Developing positive relationships with parents and carers, e.g. visiting them at home to discuss issues and problems, supporting group sessions and workshops for parents/carers, e.g. parenting programmes, and parenting support or signposting parents to an appropriate provider
 - b. Representing parents/carers views and needs at appropriate meetings.
 - c. Advising parents on strategies and parenting skills.
 - d. Signposting information on local support services.
 - e. Providing additional support to families at challenging times

3. Liaise with other relevant people, including
 - a. School staff, key staff from other schools where appropriate
 - b. Networking with other appropriate professionals e.g. social care, health visitors, school nurse etc.
 - c. Attending review meetings.
 - d. Providing feedback on progress and planning further work at all levels with the support of SLT and other partners.
4. To make referrals to external services as appropriate and to liaise with these services to ensure high quality and appropriate packages of support are in place for children / families who require this.
5. To inform the leadership team regularly by:
 - a. Ensuring a co-ordinated approach to supporting families (including emotional well-being, health and attendance).
 - b. Identifying and monitoring vulnerable children and families, tracking individual support needs in relation to CP, Family support and nurture.
6. To use the 'Early Help Assessment' (EHA) process to assess need and facilitate / deliver packages of support for children and families where required.
7. To maintain confidentiality at all times.
8. To ensure promotion and support of Equal Opportunities and Health and Safety.
9. To be aware of, promote and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
10. To support pupils to have equal access to opportunities to learn and develop.
11. To contribute fully to the overall ethos/work/aims of the school.
12. To appreciate and support the role of other professionals.
13. To attend relevant meetings as required. To participate in training and other learning activities and performance development as required.
14. To adhere to all school policies and procedures.
15. To support school events and attend as required.
16. To undertake ad hoc duties as may be required by the Senior Leadership Team from time to time.

Any Special Conditions of Service:

Lakes Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure along with other relevant employment checks. Occasionally there may be a need to work outside of school hours, and off school premises, as required by the school.