

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Safeguarding & Family Support Worker

33.75 hours a week, 39 weeks a year (worked over 38 weeks)

Key Responsibilities and Duties	Supporting Students • Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. • Establish good relationships with students, acting as role model. Undertake conversations with pupils to gather their views, wishes and feelings, where appropriate as directed by the Designated Safeguarding Lead (DSL) and Deputy DSL (DDSL). • Provide administrative support for welfare checks, Child in need/Child protection meetings and safeguarding correspondence. Progress agreed actions with pupils, staff, families and external agencies. • Support pupils to understand meetings, plans or changes affecting them, using accessible language and visual resources where appropriate. • Support the monitoring of vulnerable pupils, including their attendance, emotional wellbeing, presentation and engagement. Supporting the wider team • Gather factual updates from teachers on pupils' progress, attendance, wellbeing and engagement for safeguarding assessments, referrals and meetings. • Support the preparation of information for Early Help, Family Help, Child in Need, Child Protection, Children Looked After and any other multi-agency meetings. • Share relevant safeguarding information with staff, as directed by the DSL or DDSL, so they can support pupils appropriately. • Communicate agreed actions and relevant updates following meetings. • Support staff to record and report safeguarding concerns in line with school procedures. Supporting the School • Maintain accurate, clear and timely safeguarding records on school system (currently CPOMS). Upload relevant emails, reports, meeting notes and professional correspondence to pupils' safeguarding records. • Maintain safeguarding chronologies, action logs and case-tracking systems. • Oversee the timely and secure transfer and receipt of safeguarding records when pupils join or leave the school, in line with statutory guidance and school procedures. • Take accurate meeting notes and record agreed actions, responsibilities and timescales. • Assist with referrals to external agencies, ensuring documentation is complete and submitted securely.
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	• Provide practical information and signposting to families regarding local services, Early Help, family help and other sources of support. • Escalate any delays, missing records or concerns relating to safeguarding information to the DSL/DDSL • Handle all safeguarding information in accordance with UK GDPR, data-protection legislation, confidentiality requirements and school policies. • Contribute to a culture in which safeguarding is everyone's responsibility. • Undertake any other reasonable safeguarding or family-support duties delegated by the DDSL/DSL • Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school • Adhere to the Staff Code of Conduct, dress code and other policies relating to staff • Demonstrate a record of excellent attendance and punctuality • Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed • Demonstrate suitability to work with children • Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop • Appreciate and support the work of other professionals. • Participate in training and other learning activities and performance development as required. • Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance. • Any other duties as reasonably requested by the Headteacher
Safeguarding	<i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i>