

ROCHDALE BOROUGH COUNCIL

SCHOOL: Crossgates Primary School

JOB DESCRIPTION

Job Title:	Children's Welfare Officer
Grade:	Grade 7 (SCP) 25-29
Responsible to:	Headteacher
Responsible for:	N/A
Hours of Duty:	37 Hours Per Week
Any Special Conditions of Service:	<ul style="list-style-type: none">➤ The Postholder may be required to attend evening and weekend meetings.➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.➤ Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English
Values and Behaviours	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

- To be the named Designated Safeguarding Lead / DDSL for the school.
- To be an integral part of the School Leadership Team (SLT).
- To act as lead professional, under the supervision of the Headteacher, SLT and the Governing Board, in all matters relating to Children's Welfare, including safeguarding and child protection.
- To represent and make informed and measured decisions on behalf of the Headteacher on matters relating to child welfare, including those at Child Protection Conferences and meetings, and during Court proceedings.
- To provide, or signpost, effective programmes of work for and with children and families within the school.
- To manage workloads effectively and efficiently, prioritising and responding to urgent need.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control, including the Administrative Assistant.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

To be responsible for the health, safety and welfare of self, colleagues and children, in accordance with School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

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| Internal: | 1. | School staff. |
| | 2. | Senior managers. |
| | 3. | Governors. |
| | 4. | Volunteers |
| | 5. | Pupils. |
| | 6. | Users of the School. |
| External: | 1. | Parents/carers. |
| | 2. | Staff in other schools and within the LA. |
| | 3. | Colleagues within Children's Social Care & CAF Teams |
| | 4. | EWO colleagues |
| | 5. | Health Care Professionals |
| | 6. | Police authorities |

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. Alongside the Headteacher and Deputy Headteacher, take a lead in the protection of children from abuse and evaluate the risk of abuse, neglect, failure to protect and harm to self and others.
2. To provide a regular summary to the Headteacher, Deputy Headteacher, SLT and Governing Board on all matters relating to safeguarding and Child Protection.
3. To be the Designated Safeguarding Lead / DDSL in school, taking responsibility on a daily basis for all matters relating to children's welfare.
4. Following analysis and assessment of need, plan and implement targeted intervention programmes of agreed work with children/young people aged 3-11 and their families.
5. To deliver, and signpost, programmes of work, open to all families around matters such as children's behaviour and support for learning.
6. To provide a range of effective services to children/young people and their families, be this advice and information; working with them directly, and/or signposting them to accessing a range of resources from other agencies.
7. To manage and maintain all records relating to children and family welfare, ensuring confidentiality and that these are fully compliant with legally binding guidance and directives, determined nationally and locally.

8. To keep abreast of, and adapt own and school practice, according to legal frameworks and legislation relating to children's welfare, including attendance, child protection, safeguarding and admissions.
9. To prepare, deliver and lead training to all school staff as required, on issues relating to children's welfare, sharing own 'expert knowledge'.
10. To prepare and present reports of a written and verbal nature, for a variety of audiences including: courts and legal action; Child Protection Case Conferences, and Governing Board meetings.
11. To act as a Lead Professional on CAFs, as required.
12. To operate within networks, developing and sustaining effective working relationships with staff within other agencies.
13. To liaise with, and work collaboratively with, other service and agency colleagues.
14. To establish, form and sustain relationships with families, carers and children, interacting with individuals, families, carers, groups, the community and others to affect and achieve positive change and address problems that impede the welfare of children and their subsequent development.
15. To take the lead on promoting good (and better) attendance. Keeping a record of pupils arriving late and those being collected late. Meet regularly with the Headteacher regarding attendance and hold attendance panels with parents.
16. To be the Designated Safeguarding Lead / DDSL in school and to undertake the following tasks in line with the Keeping Children Safe in Education Guidance.

Managing referrals

- Refer all cases of suspected abuse to Rochdale Children's Social Care or
- The LADO for child protection concerns (all cases which concern a staff member),
- The Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- The Police (cases where a crime may have been committed).
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

- The Designated Safeguarding Lead / DDSL should receive appropriate training carried out every two years in order to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raising Awareness

- The Designated Safeguarding Lead / DDSL should ensure the schools policies are known and used appropriately:
- Ensure the schools child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Governing Board regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- Link with the local RBSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school, ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

SECONDARY DUTIES

1. To participate in and contribute to training and staff development events/initiatives for self and others.
2. To participate fully in supervision meetings.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or his nominated representative) from time to time in consultation with the postholder and if he/she so wishes with his/her Trade Union representative.
4. To promote the School and its vision to families, the wider community and other agencies.
5. To evaluate and develop own role and its contribution to the school, including collection, collation and analysis of a variety of forms of impact data.
6. To demonstrate a strong commitment to the Inclusion Agenda, as well as the vision, values and ethos of the school.

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the School, as may be determined by the School or Headteacher, from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____