CHRIST CHURCH CE PRIMARY SCHOOL
CHILD AND FAMILIES OFFICER JOB DESCRIPTION

JOB DETAILS:

Job Title: Children & Families Officer / Deputy Designated Safeguarding Lead

Grade: 3C 28 - 31

Directly responsible to: Executive Head teacher

Hours of Duty: 30 hours per week (term time only) + 5 Insets

Primary Purpose of Job:
To support the Executive Headteacher and the Senior Leadership Team in leading a range of Programmes, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, to achieve their full potential.

Responsibilities/Accountabilities:

Safeguarding

- The post holder will take lead responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- Advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police
- Implement and encourage good safeguarding practice throughout a large team of people.
- Be aware of and comply with policies and procedures relating to Child Protection, behaviour management, health and safety, security, confidentiality and data protection.
- Implement and ensure child protection procedures and processes are followed across the school.
- Liaise with The Bridge for advice and make any necessary referrals.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be responsible for checking Operation Encompass alerts daily and recording referrals from the police.
- Refer families to specific agencies, such as Early Help; School Health; Brief Intervention Team; Family Group Conference.
- Liaise with the Local Authority Designated Officer (LADO) for child protection concerns where a member of school staff/volunteer is involved.
- Inform the Executive Headteacher and Head of School of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Take a lead role in writing, developing and implementing whole school safeguarding polices including being a named person for Safeguarding.
- Ensure that all new staff receive the safeguarding training/are aware of school safeguarding procedures as part of their induction. Postholder to carry out safeguarding induction.
- Ensure the school's Safeguarding Procedures file is maintained and kept up to date.
- Attend Strategy Meetings, Child Protection Conferences, Core Group Meetings, Child in Need and Team Around the Child meetings and ensure reports are prepared in advance and submitted on a timely basis.
- Be the Lead Professional in co-coordinating 'Team Around the Family' meetings, working with school staff, SENDCo, Families and external agencies.
- Initiate and complete Early Help Assessments; type minutes from review meetings; share with professionals and upload to Children's Services.
- Initiate Early Help Assessments for the 0-25 SEND pilot across Salford and attend MAM's with the SENDCo.
- Develop 1:1 supportive relationships with children and families needing particular support, where necessary,

aimed at achieving the actions identified in the EHA.

- Be the designated person for Looked after Children – prepare reports for and attend LAC meetings.
- Work with relevant professionals, including the Virtual School, to ensure that they, as designated person for LAC, have the skills to identify signs of potential mental health issues among looked after and previously looked after children, and know how to access further support.
- Ensure that the Personal Education Plan (PEP) for any LAC is completed, reviewed and submitted to the virtual school on a timely basis and the actions are being monitored/met.
- As the trained person, deliver the Workshop to Raise Awareness of Prevent to all new staff/governors to provide advice and support to staff on protecting children from the risk of radicalisation.
- Refer into Channel as necessary.
- Identify and refer those children who are, or could be, young carers.
- Ensure the LA's Safeguarding Audit Toolkit is kept up to date to ensure compliance across all areas of safeguarding.
- Be the gatekeeper for CPOMS.
- Carry out/request the police to carry out welfare checks when concerned about a family.
- Ensure staff can access and understand the school's safeguarding and child protection policy and procedures (especially new staff).
- Ensure that all staff are kept up to date through weekly briefings.
- Act as a source of support, advice and expertise for staff.
- Liaise with Salford's Security Team around site bans and potential risks to the school community.
- Keep up to date with legislation re safeguarding, in particular Keeping Children Safe in Education and ensuring staff awareness.
- Provide safeguarding reports to the governing board on a termly basis.
- Build relationships with children and their parents, particularly the most vulnerable.

Attendance

- Monitor attendance and punctuality on a daily basis.
- Identify pupils whose attendance/punctuality has become a concern and refer to Education Welfare.
- Hold regular attendance panels with the School Attendance Officer/School Attendance Team and school health, produce attendance and late letters on a half termly basis and carry out half termly truancy sweeps/home visits.
- Keep and complete an attendance tracker on a half-termly basis for all children in the school.
- Prepare and submit penalty notice/court documentation relating to attendance and/or unauthorised holidays.
- Receive details of new admissions from the Local Authority and to liaise with previous education settings/parents. Attend initial meetings with Head of School and give families a tour of the school and answer any questions/concerns. Arrange a home visit before the child/ren's start date if necessary.
- Make referrals to Access to Education for children who are school refusers or unable to attend school for other reasons.
- Be aware of Alternative Provision available in Salford.
- Refer to CME for any child/ren missing from school and whereabouts unknown.
- Attend safeguarding and attendance cluster meetings to share best practices.
- Keep up to date with legislation re attendance.

Extended Provision

- Be a member of the School Leadership Team and contribute to securing the school's key functions in relation to overcoming barriers to learning with particular reference to children's Academic Progress.
- Develop and maintain effective communication between key staff groups within the school and between the school and the wider community.
- Maintain regular contact with families/carers of children receiving support, and to encourage positive family involvement in the child's learning, providing support when required to enable children to fully meet school requirements - homework, attendance etc.
- Build up a full knowledge of the range of support available for pupils (e.g. activities, courses, opportunities, organisations) that could be drawn upon to provide extra support.

- Provide support for children who are excluded or are at risk of exclusion, support for the families of those children and support for the Executive Headteacher/Head of School and SENDCO in coordinating services for those children.
- Develop, lead and implement policies and strategies that promote Community Cohesion and engagement and to be responsible for developing consultation with children and families and the wider community.
- Liaise with secondary schools and other educational establishments to support those children that may require further support after transferring to secondary school or other educational establishment, delivering transition programmes where appropriate.

Pastoral

- Work as part of the Pastoral Team across the Partnership.
- Be part of the Emotionally Friendly Schools working party.
- Work with staff, children and LA where appropriate to develop lead and monitor an effective anti-bullying strategy being responsible for maintaining accurate and up to date records.
- Work closely with the SENDCO and Place2Be Manager and refer children to P2B and/or parents to PIPT.
- Deliver targeted interventions including supporting the delivery of the PSHE curriculum in school including NSPCC specific resources, Real Love Rocks.
- Lead in securing external validation of various aspects of well-being, e.g., Nurturing Schools Award, Emotionally Friendly Schools, Mental Health Champions.

Additional Responsibilities

- The day-to-day management and supervision of the senior welfare supervisor who oversees the welfare staff, and to organise lunch time duties.
- Recruit and interview welfare staff with the School Business Manager.
- Be the Mental Health Lead and be fully involved with the CAMHS-School Link Project, leading to the direct referrals into CAMHS.
- Make referrals to CAMHS I-Reach.
- Develop and maintain policies and procedures appropriate to the role; Attendance, Anti-bullying, CME, On-line Safeguarding, Safeguarding and Child Protection, Young Carers.
- Maintain records so that information can be communicated to all appropriate parties who have an educational interest in a given cohort. Particular attention should be paid to progress and evidence of progress.
- Meet with key stakeholders and provide reports for Governors, School Improvement Partners and external agencies as required.
- Carry out home visits/delivery of children to support services to completely fulfill the main roles and responsibilities contained within the whole job description.
- Work in partnership with Christ Church CE and Lark Hill Primary Schools.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Job description prepared in January 2020 by the Executive Head teacher.

Date Job Description prepared/revised: October 2026

Prepared by: A. Harris

Agreed by Postholder: