

The Federation of Bedenham and Holbrook Primary Schools



Job Description: Home School Link Worker (HSLW)

The Federation of Bedenham and Holbrook Primary Schools is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

Working with the Designated Safeguarding Lead (DSL)

- › Work collaboratively under the direction of the Headteacher and Designated Safeguarding Lead (DSL), in partnership with teaching staff and other professionals, to offer practical help and emotional support to pupils and families experiencing various problems
- › Fulfil the role of Deputy Designated Safeguarding Lead (DDSL), in accordance with the separate DDSL Job Description appended to this role
- › Provide a friendly, approachable and confidential point of contact for families
- › Provide support to staff (including the Headteacher and DSL) in the school, particularly when dealing with challenging or vulnerable families
- › As Attendance Lead, work with the Attendance Officer and Head of School (Attendance Champion) to identify patterns and barriers to attendance, engage with families and support the implementation and review of strategies to improve attendance
- › Complete the Early Help assessment form with parent(s) and co-ordinate the delivery of Early Help
- › As Lead Professional, deliver Early Help actions and objectives
- › Maintain accurate records of meetings and distribute accordingly
- › Work with children and families to identify needs at an early stage and provide or coordinate appropriate support to prevent difficulties from escalating

Duties and responsibilities

Working with parents and carers

- › Act as the lead point of contact for the parents/carers of pupils receiving additional support
- › Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise
- › Support pupils' and families' emotional wellbeing, signposting or referring to appropriate internal and external support where necessary
- › Put interventions in place to encourage parents/carers' involvement in supporting pupils' development and progress
- › Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g. social media, newsletters, in meetings, etc.)
- › Carry out home visits, where required
- › Implement and monitor progress of action plans, working with parents/carers to make adjustments to support as necessary
- › Provide personalised support for parents/carers to help manage transition for their child
- › Support parents/carers through the application process for accessing local services and help them attend relevant meetings

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Working with staff and other professionals

- Work as an active member of the school's pastoral team, alongside the Head of School, SENDCO and ELSA, to identify vulnerable pupils and families, agree appropriate support and provide direct pastoral support to pupils in school where required
- Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support
- Develop action plans in consultation with relevant staff and professionals, where necessary
- Liaise and build relationships with external agencies and professionals, following up on actions where necessary
- Attend and contribute to relevant multi-agency meetings, including Early Help and Child in Need meetings, as appropriate, and follow up agreed actions
- Maintain regular communication with relevant staff to update them on progress of individual pupils
- Complete Early Help assessments with families and coordinate the delivery and review of agreed actions
- Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process
- Work with the Head of School and Attendance Officer to use attendance data to identify pupils at risk of persistent absence, explore barriers to attendance with children and families, and contribute to targeted support meetings and individual plans to improve attendance
- Support the implementation and review of individual interventions to address barriers to attendance, including family support, wellbeing support and access to appropriate school-based or external provision
- Work in partnership with the Inclusion & Educational Engagement Hub and other relevant professionals and services to provide targeted support for pupils and families

Record keeping

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Complete relevant paperwork required by external agencies

Safeguarding

- Fulfil the role of Deputy Designated Safeguarding Lead (DDSL) in accordance with the separate DDSL Job Description appended to this role
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • Other relevant qualifications relating to safeguarding and child protection
Experience	• Experience working in a school environment or other educational setting • Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs, social care needs) • Experience supporting and working with parents of young people • Experience working with colleagues and external stakeholders (e.g. from external agencies) • Experience of keeping good written records
Skills and knowledge	• Good listening skills • Effective written and verbal communication skills • Knowledge of the barriers to learning that pupils may face • Tailoring plans and interventions to individual pupils • Ability to create good relationships with children, staff, parents and external agencies • Knowledge of available support services in the local area • Safeguarding of children and young people
Personal qualities	• Patient and calm • Wants to provide the best possible opportunities for all pupils and families • Organised, good time management skills, proactive and self-motivated • Upholds and promotes the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to work on own initiative and under supervision • Maintains confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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Job Description: Deputy Designated Safeguarding Lead (DDSL)

(This Job Description is an Appendix to the Postholder's Main Job Description)

Job details

The DSL and DDSLs at the Federation of Bedenham and Holbrook Primary Schools are existing members of the leadership team and carry out the role as part of their contracted duties.

DSL – Head of School

DDSLs – Executive Headteacher; Home School Link Worker; SENDCO; ELSA (Holbrook)

Main purpose

The DSL will take lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Bedenham Primary School has 3 Deputy DSLs; Holbrook Primary School has 4 Deputy DSLs.

Deputy DSLs are trained to the same standard as the DSL. They do not have to be a member of the leadership team, but the Executive Headteacher should be confident that they have the appropriate authority to stand in for the DSL when necessary.

Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

Duties and responsibilities

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care Multi Agency Safeguarding Hub (MASH)
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the Executive Headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances

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Job Description: Deputy Designated Safeguarding Lead (DDSL)

- Work with the Executive Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
- The above includes:
 - Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 - Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters

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- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Other areas of responsibility

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the DSL, or a Deputy DSL, should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.

The DSLs and Executive Headteacher (Deputy DSL) provide adequate and appropriate cover arrangements for any out-of-hours or out-of-term activities.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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Job Description: Deputy Designated Safeguarding Lead (DDSL)

Person specification

CRITERIA	QUALITIES
Qualifications and training	- GCSE (or equivalent) in English and maths - Degree - Qualified teacher - DSL – member of the leadership team
Experience	- Successful leadership and management experience in a school or other relevant organisation - Experience of managing safeguarding in a school or other relevant organisation, including: - Building relationships with children and their parents, particularly the most vulnerable - Working and communicating effectively with relevant agencies - Implementing and encouraging good safeguarding practice throughout a large team of people - Demonstrable evidence of developing and implementing strategies to help children and their families - Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Skills and knowledge	- Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies - Ability to work with a range of people with the aim of ensuring the safety and welfare of children - Awareness of local and national agencies that provide support for children and their families - Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns, including online systems e.g. CPOMs and IARF/CPI - Effective communication and interpersonal skills - Ability to communicate a vision and inspire others - Ability to build effective working relationships with staff and other stakeholders
Personal qualities	- Commitment to ensuring the safety and welfare of children - Commitment to upholding and promoting the ethos and values of the school - Integrity, honesty and fairness - Ability to work under pressure and prioritise effectively - Commitment to maintaining confidentiality at all times - Commitment to equality

This job description may be amended at any time in consultation with the postholder.

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____