



Job Title: Safeguarding and Family Support Manager

Location: Trinity School, Dagenham

Contract Type: Term Time Plus 2 Weeks

Salary: PO2

Reports To: Headteacher

Line Manage: 2 Staff members

Job Description

Job Purpose:

The Designated Safeguard Lead (DSL) will take lead responsibility for safeguarding and child protection (including online safety) across the school. The DSL will work closely with social services and other external agencies to ensure the safety and well-being of all students.

Key Responsibilities:

Safeguarding and Child Protection:

- Lead on all aspects of safeguarding and child protection within the school.
- Analyse complex situations to develop effective intervention plans.
- Ensure all staff are aware of their safeguarding responsibilities.
- Maintain up-to-date knowledge of safeguarding legislation and best practices.
- Manage and oversee the school's safeguarding policies and procedures.
- Act as a point of contact for all safeguarding concerns and referrals.
- Assess the level of risk to a child and make informed decisions about the best course of action.

Collaboration with Social Services:

- Work closely with social services to support students and families.
- Attend and contribute to multi-agency meetings, including child protection conferences.
- Liaise with social workers, health professionals, and other external agencies to ensure coordinated support for students.

Training and Development:

- Provide training and support to staff on safeguarding and child protection issues.
- Ensure all staff receive regular safeguarding training and updates.
- Develop and deliver safeguarding training sessions for staff, governors, and volunteers.

Record Keeping and Reporting:

- Maintain accurate and confidential records of all safeguarding concerns and actions taken.
- Prepare reports for the Headteacher, governors, and external agencies as required.
- Ensure all safeguarding records are kept up-to-date and securely stored.

**Support for Students and Families:**

- Understand the challenges faced by families of SEND students and provide compassionate support.
- Provide support and guidance to students and families on safeguarding issues.
- Work with families to ensure they have access to appropriate support services.
- Develop and implement support plans for students at risk.
- Conduct home visits to understand the family environment and provide support where needed.
- Hold regular meetings with families to discuss their child's progress, address concerns, and plan for future support.
- Mediate and resolve conflicts between families and the school or other agencies.
- Respect the diverse backgrounds and cultures of families.

Policy Development:

- Review and update the school's safeguarding policies and procedures regularly.
- Ensure policies are in line with current legislation and best practices.
- Promote a culture of safeguarding within the school.



Person Specification:

Qualifications:

- Relevant safeguarding and child protection qualifications.
- Professional qualifications in education, social work, or a related field.

Experience:

- Experience working in a safeguarding role within an educational setting.
- Experience collaborating with social services and other external agencies.
- Emotional resilience to cope with the stress and trauma that may be encountered in this role.

Skills and Abilities:

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and manage multiple priorities.
- Ability to manage sensitive situations with tact and discretion.
- Strong organisational and record-keeping skills.
- Knowledge of SEND legislation and best practices.
- Ability to develop and support the implementation of individualised support plans for SEND students.
- Ability to work collaboratively with SEND professionals.
- Expertise in identifying and assessing the needs of SEND students.
- Ability to coordinate support for SEND students, ensuring their safety and well-being.
- Skills in developing and implementing safeguarding strategies tailored to SEND students.
- Experience in conducting multi-agency early help assessments.
- Knowledge of referral processes to secure specialist interventions and support services.
- Ability to mentor and coach colleagues to foster a whole-school approach to safeguarding.
- Proficiency in using safeguarding monitoring software.
- Cultural competence to help create an inclusive and supportive environment for SEND students.
- Skilled in assessing risk levels and making informed decisions about safeguarding actions.

Personal Attributes:

- Commitment to safeguarding and promoting the welfare of children.
- Empathy and understanding of the challenges faced by children with SEND.
- Ability to build positive relationships with students, families, and staff.