

Through an emphasis on aspiration, confidence, creativity and care, we will nurture achievers who are lifelong ambitious learners: equipped to thrive in a challenging and ever-changing world.

School Based Social Worker Job Description

Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Title of Job: School Based Social Worker

Grade: Scale 5 – SO1 dependent on experience

Section: Schools

Term Time only (36 hours per week)

Person Reports To: Designated Safeguarding Lead **Person Supervises:** Family Support Worker

Overall Purpose of the Role

Under the direction of the Designated Safeguarding Lead, the School Based Social Worker will act as the lead safeguarding officer within the school and will line manage the Family Support Worker.

Job Context

The post holder will:

- Be accountable for the effectiveness of the child protection procedures and for their integration into a coherent safeguarding practice, in partnership with the DSL.
- Provide appropriate advice, support and resources to children and families within the school community who are experiencing personal difficulties to help them overcome their problems and for the children concerned to achieve their best;
- Provide appropriate advice, support and resources to school staff in order to enable them to best support children and families within the school community who are experiencing personal difficulties to help them overcome their problems and for the children concerned to achieve their best.

This is a non -statutory role whereby the School based social worker will work with a similar client group i.e. children and families within the school community but are not specifically responsible for enforcing the law.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Working with Children, Families & External Agencies

- To respond appropriately to disclosures of concerns which relate to the health and safety and wellbeing of a child.
- To identify those children and families for whom support is judged appropriate and liaise with other professionals, both internally and externally in order that they can arrange appropriate care, resources or benefits.
- To implement, alongside the Family Support Worker, Newham's Early Help strategy.
- To offer information, counselling and advocacy.
- To build trusting relationships with children and their families.
- To lead on CP/CIN cases.
- To attend or contribute towards court cases.
- To provide information to relevant staff about children and families.

Equality of opportunity at Park permeates all aspects of school life and is the responsibility of every member of the school and wider community. Everyone should feel safe, secure, valued and of equal worth; all should feel able to access everything that the school has to offer regardless of individual differences and needs.

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Working with Systems

- To lead, in collaboration with the DSL, in facilitation and development of safeguarding and child protection policies, training and procedures and guidance for the school, ensuring that the Child Protection, Safeguarding and Early Help Policy is reviewed by the Governing Body.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend in line with GDPR requirements.
- To seek information from previous schools if pupils transfer from primary schools and those arriving as mid-phase admissions.
- To ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
- To maintain a register of pupils who require Early Help, are Looked After Children and children and families with known social care involvement.
- To maintain records of interventions and meetings and communicate these effectively with relevant parties.
- To monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
- To ensure that effective administrative systems exist to ensure that all referrals are systematically logged and tracked so that from the point of referral to closure of a case there exists clear records of all actions and communications made by the school.
- To ensure that all referrals are monitored so that intervention and actions take place in a timely manner.

Working with Staff

- To 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.
- To contribute to service development, including the delivery of new staff induction and arrangements for whole staff training.
- To supervise through a weekly meeting, the work of the Family Support Worker and to delegate tasks to this person where necessary.

Professional Responsibilities and Expectations

- To maintain confidentiality at all times.
- To liaise with the DSL and Head Teacher to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- To undertake appropriate child protection training every 2 years in order:
 - To understand the assessment process for providing early help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
 - To have a working knowledge of how the LA conducts child protection case conferences and be able to attend these effectively when required to do so.
- To ensure that each member of staff has access to and understands the school's Child Protection, Safeguarding and Early Help Policy and procedures, especially new and part time staff.
- To undertake any other CPD relevant to the post with particular reference to the local Children's

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Safeguarding Board's annual priorities for child protection and safeguarding.

- To promote good practice by encouraging and championing the school's policies and procedures.

General

- To follow all requirements and initiatives as directed.
- To ensure compliance with relevant data protection legislation.
- To demonstrate a commitment to safeguarding and the welfare of children and young people.
- To demonstrate a commitment to inclusive education and equal opportunities.
- To take responsibility for their own professional development and duties in relation to school policies and practices.
- To establish effective working relationships and set a good example through personal presentation and professional conduct.

This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

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