**St Maria Goretti Catholic Primary SchooL**

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| **Post title: Child and Family Support Worker with responsibilities for Safeguarding (DSL)** | | | | | | | | | | |
| **Directorate:** CYP | | | | | | **Location:** | Schools | | | |
| **Establishment or team:** | | | St Maria Goretti Catholic Primary School | | | | **Post number:** | | |  |
| **Grade:** | Grade 7 | | | **Staff**  **responsibility:** | No | | **Essential Car user:** | | | Yes |
| **Scope of Work – appropriate for this post:**   * Term Time only – flexible and under the direction of the Head teacher * As a member of the school staff work alongside the DSL following Child Protection and Safeguarding policies and procedures * To provide support and advice to families, either through group support, individual support or support within the home environment. * Monitor pupil’s attendance and address persistent absenteeism and lateness * To work alongside other agencies to deliver services to parents and pupils. | | | | | | | | | | |
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| **Accountabilities/Responsibilities – appropriate for this post:** | | | | | | | | | | |
| Establish and maintain good relationships with parents/carers at the school  Promote and encourage the self-esteem of Parents/carers, helping them to openly communicate with staff in school.  To coordinate Multi Agency Referrals / Early Help (formerly TAF/CAF) procedures liaising  closely with DSL, staff, multi-agencies, families & young people and complete relevant  documentation.  To undertake relevant DSL training in order to act as deputy DSL alongside the  Head teacher/Deputy Head teacher.  To attend multi-agency meetings as required and complete relevant documentation.  Collate, organise and record chronology of pupil welfare and confidential files, for example  the use of CPOMS.  To meet with the DSL on a regular basis to supervise and review pupil welfare and  confidential files.  Regularly monitor attendance and address issues - reporting to the HT  Understand impact of good attendance.  Liaise with staff in school on individual safeguarding issues.  Contribute to staff training, where appropriate, in conjunction with DSL.  Encourage active parental support both at home and at school by advising on behaviour strategies and parenting skills  Recognise and respond to the identified problems faced by disadvantaged young people  To provide information, guidance and support to further the school’s ethos and aims.  To listen and work sensitively with parents in culturally appropriate ways, serving as a point of contact.  To facilitate discussions to assist parents in identifying their concerns.  To offer appropriate practical support to families who have expressed particular needs e.g.  Supporting them with technology/phone calls.  To develop, maintain and sustain partnerships with external agencies and organisations to  help address any barriers to learning.  To attend appropriate training courses.  To maintain confidentiality.  To ensure equal opportunity and inclusion within all areas of work.  To work alongside partner agencies to promote parenting skills.  To support hard to reach families in accessing the school and other services.  To signpost parents and children as and when appropriate.  To undertake other duties as may reasonably be required within the general terms of the job description. | | | | | | | | | | |
| **Prepared by:** | | A Rich Head teacher | | | | | | **Date:** | 15/5/2025 | |