

**Safeguarding & Family Liaison Lead Application Pack**

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**Letter from Catherine Paine, Chief Executive**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**Chief Executive, REAch2 Academy Trust**



# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Safeguarding & Family Liaison Lead**

**Post:** Safeguarding & Family Liaison Lead

**Salary:** £44,450 (SCP 40) to £51,261 (SCP 46) per annum

**Responsible to:** Head of Safeguarding

**Location:** Home based, but with daily travel to REAch2 schools throughout clusters 1, 2 and 3

**Closing date:** Monday 3rd October at 4pm

**REAch2 Academy Trust is seeking an exceptional Safeguarding & Family Liaison Lead**

We are seeking to appoint a positive, determined and pastorally centred professional to be a safeguarding expert for our schools in our west midlands clusters. As a Safeguarding & Family Liaison Lead you will be working as part of the national safeguarding team and be the first point of contact when issues arise for our schools in your area. This will be:

Cluster 1: Cannock, Staffordshire, Telford and Wolverhampton

Cluster 2: Burton upon Trent, Staffordshire and Lichfield

Cluster 3: Rugby, Atherstone, Birmingham and Nuneaton

You will be:

• Experienced in safeguarding and have been a lead in education, early years or youth provision,

• Excellent and engaging in your communication to different groups of people.

• A people person with the ability to build relationships with school colleagues, professional partners, children, parents/carers and the wider community,

* Knowledgeable about best practice in safeguarding, able to quality assure safeguarding mechanisms and hold schools to account,
* Able to identify strengths and weaknesses in practice, and create and monitor support plans to achieve improvement,

• Able to work sympathetically and sensitively with all those affected by issues of safeguarding,

• Understanding of the needs of children and young people, particularly those with complex emotional, social or medical needs and behavioural difficulties,

• Able and willing to travel around your region as required, and occasionally across the Trust, to work in and with REAch2 schools.

# The application

If you feel that you have the qualities we are looking for, we invite you to submit a completed application form to [HRSuppprt@reach2.org](mailto:HRSuppprt@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safer Recruitment Policy the successful candidate will be required to have an enhanced DBS with Children’s Barred List check.

To arrange an informal discussion please contact: Helen Beattie, Head of Safeguarding on [helen.beattie@reach2.org](mailto:helen.beattie@reach2.org)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Monday 3rd October at 4pm |
| **Interviews:** | TBC |
| **Start date:** | ASAP |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

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# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Safeguarding & Family Liaison Lead**

**Salary:** £44,450 (SCP 40) to £51,261 (SCP 46)

**Work hours:** All year round (52 weeks), 37.5 hours per week

**Responsible to:** Head of Safeguarding

**Job Purpose**

To be the designated safeguarding and family liaison lead for schools as allocated, and support, guide and advise them in best practice.

* Quality assure academies to ensure they are both fulfilling their statutory safeguarding obligations and striving for best practice
* Identify strengths and weaknesses to create and monitor support plans for improving practice
* Implement a robust and effective mechanism for monitoring and management of safeguarding across the clusters, providing guidance, support and escalation for schools with safeguarding issues
* Be the safeguarding expert within the allocated clusters and the first point of contact when issues arise, as well as being able to advise senior leaders
* Audit safeguarding mechanisms within schools and provide reports as required
* Develop and deliver training to increase the knowledge and skill of individuals in their safeguarding duties and diverse safeguarding issues to a wide range of audiences
* To advise on and support schools to develop proactive outreach, support and intervention work with vulnerable families in our academies
* To support and train a team of multiple cluster-based DSLs/pastoral support staff
* To support academies in their work with pupils experiencing health, mental health, social, emotional and behavioural difficulties and/or at risk of social exclusion/disaffection and their families so they can participate fully in home and school activities in order to achieve their full potential
* To inspire academies in their work with families to increase their involvement in the education and welfare of their children, and support and guide academy staff to find creative solutions
* To support the Head of Safeguarding in driving forward the safeguarding strategy, ensuring that policy and procedures are in line with legislative and organisational development
* Develop systems, resources and tools to support the function of the core offer and reviewing safeguarding in schools

**Key responsibilities - Safeguarding**

* Be the first point of contact for all Headteachers, DSLs and central staff if they are concerned about a safeguarding issue within a school e.g. a child or vulnerable adult, site security, staff allegation, etc.
* Support schools to maintain accurate safeguarding records, including the academy single central record, ensuring that all academies comply with safer recruitment procedures for new employees, volunteers and contractors, and ensuring that all safeguarding records related to pupils meet best practice for safeguarding recording standards
* Support the induction programme for employees, volunteers and contractors as required, to ensure a specific focus on safeguarding
* Complete quality assurance checks, and where deficiencies in practice are found, provide support and follow up guidance to schools through a clearly articulated action plan to achieve improved safeguarding practice
* Support school staff regarding any safeguarding concerns and advise on decisions about whether concerns are sufficient enough to notify the Local Authority Children’s Services or whether other courses of action are more appropriate, for example the completion of an Early Help assessment
* Conduct safeguarding investigations when required, liaise with relevant agencies and report to appropriate authorities
* Advise on making formal referrals to the Local Authority children’s services
* Quality assure the implementation of the Trust’s safeguarding policy and related policies/procedures in academies, and contribute to the regular review / update of the Trust’s policies
* Collaborate with wider Trust services including HR, Estates, Health and Safety and Education i.e. managing allegations, safeguarding capability, safer recruitment, managing contractors, safeguarding and premises management, governance, curriculum development to teach children to keep themselves safe, subject access requests

**Key responsibilities – Development**

* To drive a culture and process of continued improvement across the Trust, signposting and sharing good practice to all members of the organisation as required
* To support the academies to achieve a robust culture of safeguarding and effective organisational systems to support best practice in safeguarding
* To provide support, through mentorship and guidance, so that senior leaders within schools are confident in dealing with safeguarding issues and know when and how they need to escalate
* To identify need, and develop training packages/resources to be used across the Trust
* To offer all schools supervision on a group or case by case basis as part of the Trust supervision strategy
* To lead safeguarding network meetings/forums
* To provide support, guidance and signposting to resources to complement the curriculum in order to help children to keep themselves safe, promote equalities and consider contextual safeguarding risks
* To analyse and evaluate school level data, in relation to safeguarding, with the aim to quality assure, monitor and provide support

**Key responsibilities – Family Liaison**

* Support academies in their work with families by promoting links between the home, school and other relevant community and statutory resources for the benefit of children who are currently experiencing health, social, emotional or behavioural difficulties
* Undertake an active role in supporting schools to promote liaison between parents, school staff and community and statutory teams and agencies as appropriate
* To provide advice and support to academies related to parents/carers/families in order to promote the parent/school partnership
* To support academies to initiate and lead early help plans in line with their LA Early Help Strategy

**Key responsibilities - General**

* Be responsible for promoting a safe environment for children and within the organisation
* Represent the REAch2 family at safeguarding meetings and liaise with other agencies, such as Ofsted, internal auditors and Designated Officers
* Analyse and translate the statutory and regulatory obligations of the Academy Trust in regards to safeguarding and welfare of pupils into operational guidance for schools, including:
  1. Keeping Children Safe in Education
  2. Working Together to Safeguard Children
  3. The Children Act 2004 (with particular reference to section 11)
  4. The Children and Families Act 2014 (with particular reference to section 11)
  5. Dealing with Allegations of Abuse Against Teachers and Other Staff
  6. Independent Schools Standards
  7. Health and Safety at Work Act
  8. EYFS Statutory Framework
* Identify and establish contact with relevant local safeguarding partnership arrangements and LA educational link to ensure consistent effective practice
* Establish relevant local safeguarding partnership arrangements protocols and procedures
* Receive and review Serious Case Review reports from relevant local safeguarding partnership arrangements and demonstrate how learning informs behaviour and policy
* Review and update policy suite for Trust that collectively defines the child safeguarding strategy, in conjunction with other Safeguarding and Family Liaison Leads
* Review and update resources, policies and guidance on the intranet
* Support with recruitment of staff who hold pastoral and/or designated safeguarding responsibilities in school
* Implement new procedures to ensure the best possible safeguarding arrangements are in place
* Identify and implement CPD for Governors
* Implement governance overview and scrutiny of procedure implementation related to safeguarding
* Support academies with concerns around wider safeguarding issues including behaviour, attendance and mental health
* Support schools to prepare for Ofsted inspections
* Conduct school reviews as a safeguarding professional to assess safeguarding practice and culture, including wider areas of safeguarding such as behaviour and attendance

**Person Specification – Safeguarding & Family Liaison Lead**

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| An experienced safeguarding lead in education, early years or youth provision, you will have a sound knowledge of the everyday practicalities and challenges of safeguarding, as well as experience of serious incident management, and liaison with Local Authorities, Ofsted and other stakeholders at the highest level. | | |
|  | **Essential** | **Desirable** |
| **Qualifications** | Recent Designated Safeguarding Lead training. | Hold a Social Work or similar professional qualification.  Higher level qualification in childcare or education.  Leadership and management qualification. |
| **Knowledge and experience** | Detailed knowledge of current, relevant education legislation policy, practice, guidance and good safeguarding practice.  Experience of safeguarding work as a senior practitioner and / or manager in education, early years or youth provision.  A high level of current expertise in implementation of education, early years and/or childcare legislation, research, and best practice.  Knowledge of the risk management of those who have offended against children and/or may pose a risk to children or young people.  Experience in planning and delivering professional development and training for staff.  Relevant experience of work with children and families, including parents and carers.  Liaising with a wide range of professionals and agencies to support the safety, wellbeing and pastoral needs of pupils. | Experience of working with confidential and sensitive material and information in line with GDPR legislation.  Knowledge of inter-agency provision local to the assigned schools / clusters which support schools, children and families. |
| **Technical and applied skills** | Ability to keep up to date with legislative, policy and practice guidance developments in safeguarding.  Ability to identify key issues and present them clearly to school and/or Trust leaders.  Ability to identify examples of poor practice and ensure that necessary change is implemented.  Ability to communicate effectively, orally and in writing, with a wide range of stakeholders.  Ability to undertake training as appropriate and develop skills to support safeguarding and family liaison work.  Proficient word processing and IT skills. | Experience of preparing Board or equivalent management papers / reports.  A methodical and efficient approach to tasks with the ability to work on own initiative with minimum supervision.  Proficient in use of online safeguarding recording systems (CPOMS and / or MyConcern) |
| **Personal attributes** | Ability to work sympathetically and sensitively with all those affected by issues of safeguarding.  Remaining calm in a crisis, and ability to ‘go the extra mile’ to identify solutions.  An understanding of the needs of children and young people, particularly those with complex emotional, social or medical needs and behavioural difficulties.  An understanding of, and commitment to, working in an equal opportunities environment.  Willingness to work on own initiative, work with flexibility, and work collaboratively with colleagues.  Willing to travel extensively, sometimes at short notice. | Full driving licence and access to own car. |