

JOB DESCRIPTION BIRKDALE HIGH SCHOOL

Post Title	Early Help Coordinator / Deputy Designated Safeguarding Lead
Reporting to:	Assistant Headteacher - DSL
Working time:	Term time only
Salary/Grade:	Scp 12-19 (£24,496 - £27,852 per annum pro-rata)
DBS Disclosure level:	Enhanced with barred list information and prohibition orders check
Main purpose	
<ul style="list-style-type: none"> To provide support for students and families with emerging needs and contribute to more complex cases through effective communication, developing action plans, coordinating and signposting appropriate professional services. To be the main point of contact for social services and other agencies, facilitating effective liaison between the school and relevant stakeholders. To act as deputy DSL and support the Designated Safeguarding Lead in all aspects of the role. To work with the DSL and pastoral team to promote and deliver effective safeguarding practices for all pupils. To act as a point of reference for all staff and pupils dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies. To manage, monitor and facilitate all pupil Medical Health Care Plans Liaise with alternative educational establishments catering for pupils unable to attend school on medical grounds 	
In addition, you are required to undertake the following responsibilities, which may or may not be included above:	
General responsibilities	
<p>Working with others</p> <ul style="list-style-type: none"> Work with DSL and SLT to ensure safeguarding is part of the school ethos and support all staff in knowing how to recognise and respond to potential concerns Liaise with DSL and SLT to inform of any safeguarding issues, especially ongoing cases and investigations Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies Act as a source of safeguarding support, advice and expertise for staff and agency partners Liaise sensitively and effectively with parents/carers to promote cooperative working and support the safeguarding of their child Support the safeguarding of students who are not attending school or educated at off-site, liaising with attendance team, alternative provisions and the Local Authority Provide pastoral support to students 	

Manage Referrals

- Refer cases of suspected child abuse to Children's Social Care and support staff who have raised concerns about a child or have made a referral to Children's Social Care
- Where there are concerns about radicalisation, make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation
- Refer cases to police where a crime has been or may have been committed
- Attend and participate in meeting with external agencies as appropriate
- Discuss safeguarding concerns with parents/carers and signpost and refer to appropriate agencies for support as required
- Liaise with Family and Wellbeing Centres regarding current cases and local issues
- Liaise with partner schools to share best practice and inform of safeguarding issues
- Act as Lead Professional for Early Help cases where appropriate
- Have a working knowledge of the local authority's Early Help Module, including creating and updating Early Help Case records, and undertake training as required
- Undertake home and alternative provision visits where necessary

Undertake training

The Deputy DSL should keep knowledge and skills up to date via on-line training, e-bulletins, Sefton's Safeguarding Children Partnership, and have opportunities to network with other DSLs and attend locally arranged briefings. These opportunities should take place at least once per year, or more frequently if possible ensuring that the Deputy DSL:

- Undertake Sefton Safeguarding Children Partnership's Working Together to Safeguard Children Training at least every 2 years
- Undertake Local Authority Designated Safeguarding Leads training at least every two years
- Understands the referral and assessment process for early help and intervention
- Knows about child protection case conferences and reviews and can contribute effectively to these when required
- Provides reports for social workers and other professionals, e.g. solicitors, police
- Ensure all staff have access to and understand the school's safeguarding and child protection policy
- Is aware of the needs of children receiving support from the local authority including those on Child in Need and Child Protection plans and Looked After Children, as well any vulnerable children, i.e. those with SEND, Young Carers or being supported by other external agencies including counsellors, We Are With You, SWACA, OSSME and others

Record Keeping

The Deputy DSL has responsibility along with the DSL and SLT to keep detailed, accurate and secure written records of safeguarding concerns. These records are confidential and should be kept separate from the main pupil records. They should include a chronology of concerns, referrals, meetings, phone calls and emails.

The Deputy DSL oversees the recording of safeguarding records both written and via the school's on-line system CPOMS, and manages the administration of staff access and acts as a point of reference.

When children arrive and leave the school, the Deputy DSL liaises with the sending and receiving schools to ensure the transfer of child protection information securely, including via CPOMS. The Deputy DSL also

liaises with local primary schools and colleges on transition of students, including transfer of records and attends joint meetings where appropriate.

Medical

- Collate medical information from parents/carers and primary schools on transition
- Write and monitor Medical Health Care Plans, including liaising with parents/carers and other medical professionals
- Organise staff training
- Liaise with Schools' Immunisation Team
- Liaise with school nurse to promote health issues, and school drop-in service
- Oversee the storage of medications held in school, and order school emergency medication, i.e. inhalers and epipens
- Contribute to the whole school policies, Supporting Pupils with Medical Conditions Policy and First Aid Policy
- Oversee the completion of Risk Assessments for pupils attending school with medical conditions as required, e.g. reduced mobility, wheelchair and crutches.

Support for Pupils

- Establish and maintain relationships with individual pupils and groups.
- Contribute to Individual Education Plans as appropriate.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Support pupils to access the curriculum.
- Undertake joint home visits as appropriate and in line with school policy

Support for the Curriculum

- To participate **and contribute to** whole staff training and Continuing Professional Development.
- To attend meetings as directed in the school calendar.
- To work collaboratively with all colleagues.
- To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Support for the community	
<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students. • To contribute to and actively engage with the school liaison and marketing activities as appropriate. • To play a full part in the life of the school community and to encourage and ensure staff and students follow this example. 	
Other Specific Duties: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary/grade and job title.	
DATE:	August 2023