



Ludlow Junior School

Job Description

Family Support and Child Protection Lead

HOURS: 37 hours per week, Term-Time Only

CONTRACT TYPE: Permanent

GRADE: Grade 9 (SCP 31-35)

RESPONSIBLE TO: Headteacher (DSL)

PURPOSE OF THE ROLE:

The Family Support and Child Protection Lead will play a key role in safeguarding and promoting the welfare of pupils at Ludlow Junior School.

The post holder will work closely with the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) to manage day-to-day child protection concerns, coordinate multi-agency working, support vulnerable children and families and contribute to a strong culture of safeguarding across the school.

In addition, the post holder will lead on family support, developing positive relationships with parents and carers, providing early intervention and guidance, and delivering activities that strengthen engagement between home and school.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. Child Protection and Safeguarding

- Deputy Designated Safeguarding Lead.
- Manage day-to-day safeguarding and child protection concerns under the direction of the DSL.
- Review and respond to safeguarding concerns raised through CPOMS.
- Liaise with Children's Services, Family Help, Health Services, Education Welfare, Police and other agencies.
- Make referrals to external agencies as required.
- Attend and contribute to Child Protection Conferences, Child in Need Meetings, Family Help Team meetings and Team Around the Child meetings.
- Coordinate safeguarding plans and ensure actions are completed within agreed timescales.
- Support staff in identifying and responding to safeguarding concerns.
- Monitor vulnerable pupils and maintain oversight of intervention plans.



- Ensure safeguarding records are accurate, timely and compliant.
- Support safeguarding audits and quality assurance activities.
- Maintain knowledge of safeguarding legislation, guidance and best practice.
- Support the DSL with safeguarding training and awareness activities.
- Provide appropriate support to key children including those with social services involvement, Family Help Team support, children supported under virtual schools (PLAC, LAC, SGO) and those with parents in custody.

2. Family Support

- Act as a key point of contact for parents requiring advice, guidance or support.
- Develop positive relationships with families and promote effective home-school partnerships.
- Provide practical support to families experiencing difficulties.
- Identify barriers to learning and work collaboratively with families to reduce these.
- Signpost parents to appropriate local services and support agencies e.g. community nursing team, MHST.
- Support families through periods of crisis, change or significant challenge.
- Undertake home visits where appropriate and in line with school procedures.
- Coordinate and support Family Help assessments where required.
- Support vulnerable families to access services and maintain engagement with professionals which may include referrals to other support agencies.
- Act as lead for Young Carers and their families within school.
- Promote attendance, wellbeing and engagement through positive intervention.

3. Parent Engagement and Community Support

- Plan and deliver coffee mornings, parent workshops and information events.
- Develop programmes that strengthen parental engagement in children's education.
- Work with school leaders to identify themes and areas where parents may benefit from further support.
- Promote community partnerships that enhance support available to families.
- Encourage participation from hard-to-reach families.
- Support transition arrangements for vulnerable pupils and families.

4. Attendance and Welfare

- Work alongside school leaders to support pupils whose attendance is causing concern.
- Meet regularly with families to identify barriers to attendance.
- Develop support plans and interventions to improve attendance and punctuality.
- Liaise with external agencies regarding attendance and welfare concerns.
- Monitor vulnerable groups and support early intervention approaches.

5. Record Keeping and Reporting

- Maintain accurate records including records of interventions, referrals, family support work and CRS involvement or other.



- Produce reports and information for safeguarding meetings.
- Analyse patterns and trends relating to safeguarding and family support.
- Contribute information to reports for trustees and external agencies as required.
- Ensure compliance with GDPR and information sharing protocols.
- Act as transition lead for vulnerable families including transition of appropriate documentation and meetings with key professionals.

6. Professional Responsibilities

- Maintain professional boundaries and confidentiality.
- Participate in supervision, safeguarding meetings and training.
- Demonstrate commitment to continuous professional development.
- Contribute positively to the wider life of the school.
- Undertake any other duties reasonably requested by the Headteacher consistent with the grade of the post.
- The duties and responsibilities outlined in this job description are not exhaustive and may be reviewed and reasonably adjusted from time to time to reflect the changing needs of the school, provided that such changes remain consistent with the overall purpose, level and pay grade of the post.

7. People Management

- Provide line management and leadership for staff within the remit of the post.
- The scope of responsibility may develop over time in response to organisational requirements and the evolving needs of the school, including responsibility for additional staff or functions where these remain commensurate with the duties, level of responsibility and pay grade of the post.

ADDITIONAL RESPONSIBILITIES

The post holder will:

- Support the aims, values and ethos of Ludlow Junior School.
- Promote inclusion, equality and pupil wellbeing.
- Maintain compliance with:
 - Health and Safety requirements
 - Data Protection legislation
 - Keeping Children Safe in Education
 - School safeguarding procedures
- Maintain strict confidentiality at all times.



Person Specification: Family Support and Child Protection Lead

Essential Criteria	Desirable Criteria
Qualifications and Training - GCSE English and Maths (Grade C/4 or above). - Relevant safeguarding, child protection, family support, social care or pastoral qualification or substantial relevant experience. Experience - Experience of working with vulnerable children and families. - Experience of multi-agency working. - Experience of child protection processes. - Experience of providing support and guidance to parents. - Experience of maintaining confidential records. Knowledge and Understanding - Good understanding of safeguarding legislation and KCSIE requirements. - Understanding of Child Protection, Child in Need and Early Help processes. - Understanding of barriers faced by vulnerable families. - Knowledge of child development and family support approaches. Skills and Abilities - Excellent communication and interpersonal skills. - Ability to build positive relationships with families. - Ability to manage sensitive situations professionally. - Ability to write clear reports and maintain accurate records. - Strong organisational skills. - Ability to work independently and as part of a team. - High levels of resilience, diplomacy and discretion. - Competent ICT skills.	Qualifications and Training - DSL or DDSL training. - Safeguarding Level 3 qualification. Experience - Experience of using CPOMS. - Experience of delivering parent workshops. - Experience of Early Help assessments. - Knowledge of local safeguarding and support services. - Experience in an education setting.