



Family Services Officer Vacancy
Candidate Pack 2022
Paxton Primary School

CHASING HORIZONS

Welcome from our Executive Headteachers

Dear Candidate

Thank you for your interest in being a part of the Gipsy Hill Federation. We hope that you enjoy looking through the information provided, and that you decide to apply and join our team.

We are seeking a dynamic and passionate Family Services Officer. Our family of highly inclusive schools comprises of six primary schools across the boroughs of Lambeth and Southwark. Although you would be based at one school, you would be joining a team of Family Services Officers across the schools. There is also a team of Designated Safeguarding Leads at each school. The cross-federation as well as internal school team ensures there is a strong support network to fulfil this role.

Within a stimulating and rich learning environment, we pride ourselves on our shared commitment to ensuring all pupils in our schools become creative, confident, curious members of their communities. Our strong team work nurtures a lively and energising atmosphere. We are especially proud of our holistic approach to education, ensuring we work as a team to support all our pupils to maximise their potential. The Family Services Officer role plays an integral part in this.

If you have any further questions, please don't hesitate to ask. We look forward to receiving your application.

Warm regards,

Amelie Thompson and Haley Foxworthy.



Your CPD Opportunities

We provide regular INSET day training for all our staff which will develop you in your role and provide you with the necessary knowledge, resources and attributes to be successful in your post.

Our family services officers meet regularly as a team. They also benefit from having 1:1 professional supervision meetings.

Your Career Progression

The size and breadth of our workforce means that we regularly have internal opportunities to progress. For both support staff and teaching staff, there are well-defined career pathways.

The Interview Process

Our interview process consists of the following:

1. A work related task/test
2. Panel interview (approximately 30 minutes)

Full details of the process will be contained in your interview invite email.

How to Apply

Please email your completed application form and supporting statement to recruitment@ghf.london

Shortlisted candidates will be notified by email. Unfortunately, due to the very high level of response we receive for posts in our Federation, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

We will take up references of shortlisted candidates prior to interview.



Federation Vision

Our Federation recognises the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Federation community.

Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities. We aim to deliver a broad, balanced and enriched curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride.

From our stated aims, the whole Federation community works to achieve the following objectives:

- A happy, calm and nurturing Federation community;
- A highly stimulating learning environment;
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Encouragement to make informed and responsible choices about how we behave and the impact of this on others;
- Very high standards and expectations;
- Access to an exciting and varied curriculum;
- Development of self-motivation, independence, positive attitudes and confidence, and
- Provide positive and diverse role models.



Job Description including Main Duties and Responsibilities

Start date	As soon as possible
Salary	Scale SO1 Spine Point 23 to 25 (£32,868 - £34,062)
Contract	Permanent
Responsible to	Head teacher
Responsible for	Safeguarding, Child Protection, Targeted Work with Families
Directorate	Children Services/ Education/ Schools
Working hours	52 weeks per year, 36 hours per week
Application deadline	12pm Tuesday 12th July 2022
Shortlisting	Tuesday PM 12th July 2022
Interview date	Tuesday 19th July 2022

Completed application should be sent to: recruitment@ghf.london

Family Services Officer

Job Purpose to promote the welfare of children at all times ensuring compliance with the school's Safeguarding Policy (Child Protection) and all relevant legislation and guidance. To promote a holistic approach to safeguarding children to ensure that children reach their full potential in all areas of their life. To work together with families in liaison with the SENCO and Senior Leadership Team to support children to meet their full potential.

Key Accountabilities

- Ensure that the child protection procedures are understood and adhered to by all staff members.
- To deliver in-house training including staff safeguarding inductions and regular safeguarding reminders in briefing to ensure that safeguarding remains first priority for all professionals in school.
- Be familiar with current child protection legislation and The Children Act 1989.
- Plan implement and review strategies to meet the needs of children and their families. Early intervention to feed into whole school provision and promote positive parenting.
- Working with parents and families/carers to achieve optimal outcomes for children.
- To ensure that appropriate records of incidents and actions are kept fully up to date and all relevant information on pupils is kept securely.
- Manage time, diary and prioritise work/caseloads.
- To be a prompt and effective point of contact for parental contact and liaison.
- To work with external agencies in the delivery of targeted support as agreed by the team around the child.
- To carry out direct work with a child.
- Attend the LSCB Child Protection Training.
- To ensure all new staff receive Child Protection Training as part of their induction.
- To ensure that annual Child Protection Training is delivered to all staff.

- Be aware of the School Behaviour policy and know what is expected of children and staff, appropriately reporting incidents of concern.
- Assessment work with children and families e.g. CAF writing.
- Build and maintaining good working relationships with other agencies and be a bridge between the school and the community.
- Be aware and play active role in addressing attendance issues.
- Carry out home visit/ welfare checks in line with the attendance policy.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- Make resources and make support information available to families and young people, including via the website.
- Encouragement of self-help.
- Raising awareness with parents and children to risks and dangers, safety and wellbeing of children.
- Work closely and liaise with SLT on site and across the Federation.
- Support Headteachers in promoting outstanding attendance of all children, including first-day and last-day absence home visits and welfare checks.
- Have full knowledge of all children who are on their caseloads.

Decision Making

- Be able to recognise when complex problems or decisions should be referred to the line manager.

Creativity and Innovation

- Being able to deal with emergency safeguarding situation using innovation thinking to make the best possible outcome.

Contacts and Relationships

- Senior Leadership Team
- Teachers
- SENCO
- Creative Art Therapy Team
- Pupils
- Parents/ Carers
- External Agency Colleagues

Emotional Demands

- Dealing with sensitive, difficult and complex issues involving children.
- Dealing with challenging and difficult behaviour from both pupils and their parents.
- Diplomacy, tact and discretion.
- Enjoyment in working with children and families.
- Personal Resilience.

Equal Opportunities

You are required to

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.



- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

You are required to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

All staff have a duty to ensure any personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).

This includes an absolute requirement to report to the Headteacher any data breach you witness, hear about or suspect. This applies to all personal data, regardless of whether it is in paper or electronic format.



Person Specification

Essential Characteristics:

Knowledge and Experience

- Level 3 Advanced Safeguarding Training.
- Knowledge of child development and the impact of loss, separation, domestic violence, substance abuse and disability on development.
- Knowledge of safeguarding procedures.
- Experience in completion of high quality Referral forms for submission to Children's Services.
- Clear and effective communication skills, both verbal and written.
- Ability to sustain appropriate relationships and manage personal and professional boundaries with children and their families in particular.
- To work co-operatively in the team and in groups.
- Ability to evaluate and develop own practice and those of the teams in school.
- Enthusiasm for working in partnership with other workers and agencies.
- The potential to work innovatively to initiate new developments that add value to existing practices.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to your own professional development.
- An attitude that embraces a team approach in providing a service for children.
- Good organisational skills and efficient working practices.
- Good time-management and the ability to cope with work pressure.
- An effective communicator, able to project a positive and effective message both orally and in writing.
- Good ICT Skills.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Desirable Characteristics:

- An understanding of how Core groups operate – Child Protection Plan.
- Core Group and Conference Training.
- Providing training in safeguarding procedures to a range of staff.
- First Aid Training.

Job Specific Competencies

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the federation procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the federations procedures.

Equal Opportunities

Gipsy Hill Federation is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

Safeguarding

Gipsy Hill Federation, Lambeth and Southwark council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority

