



Safeguarding and Family Liaison Lead (DSL and Family Support Officer)

Job Description and Person Specification

Job Details

- Salary: PCD: SCP 27 to 32 (£38,220 to £42,839)
- Hours: 37 hours per week / 52 weeks per year
- Contract type: Permanent Full Time
- Reports to: Headteacher
- Responsible for: Safeguarding administration and family support

Main Purpose

The postholder will act as Designated Safeguarding Lead (DSL) and operational lead for safeguarding, ensuring compliance with statutory guidance, supporting children at risk, and embedding safeguarding practice across the school.

In addition, the postholder will work closely with families and carers to strengthen engagement, address barriers to learning, and improve children's attendance, wellbeing and outcomes. They will act as a key link between school, home, and external agencies.

In addition will work as the designated lead for Looked After Children and attend all PEP meetings.

Duties and Responsibilities

Safeguarding and Child Protection

- Manage safeguarding referrals to children's social care, police, Channel programme, and other relevant agencies.
- Maintain secure, up-to-date child protection records and ensure timely transfer to new schools.
- Support staff in recognising and reporting safeguarding concerns, including low-level concerns.
- Liaise with the Local Authority Designated Officer (LADO) on staff safeguarding concerns.
- Coordinate safeguarding training, including Prevent awareness.
- Oversee filtering, monitoring and online safety systems in line with KCSIE guidance.
- Contribute to safeguarding policies, procedures and audits, ensuring they reflect statutory requirements.
- Attend, contribute to and lead multi-agency meetings (CIN, CP conferences, Early Help, TAC, PEPs, etc.).

Family Liaison and Support

- Act as the main point of contact for parents/carers requiring additional support.
- Build strong, trusting relationships with families to improve engagement and outcomes.
- Carry out home visits where appropriate.
- Develop and monitor support/action plans with families, working in partnership with colleagues and external professionals.
- Provide guidance to parents/carers on attendance, parenting strategies, behaviour and transition.
- Facilitate access to community services and support networks, keeping up-to-date with local provision.
- Promote and support early help assessments and interventions.
- Provide targeted support to improve attendance, punctuality and readiness for learning.

Multi-Agency Working

- Build effective relationships with children's services, health, police, CAMHS, and other safeguarding partners.
- Share relevant information securely and appropriately with staff and agencies.
- Represent the school at professional meetings, advocating for the child and family.
- Work with senior leaders and governors to provide safeguarding and family support reports.

Record Keeping and Compliance

- Maintain accurate records of safeguarding concerns, referrals, interventions and meetings.
- Ensure compliance with the Data Protection Act 2018 and UK GDPR.
- Prepare reports and contribute to audits, inspections and governor updates.
- Analyse safeguarding and family support data to identify trends and inform strategy.

Person Specification

Qualifications and Training

- GCSE or equivalent in English and Maths (essential)
- Degree or professional qualification in education, social work, social care, or related field (desirable).
- Safeguarding/child protection training (essential; advanced DSL training desirable).
- Training in restorative practice/behaviour management (desirable).

Experience

- Experience of working with children and families, particularly those with additional or complex needs.
- Experience of safeguarding and child protection casework.
- Experience of working with multi-agency teams and external services.
- Experience supporting attendance, behaviour and/or wellbeing.
- Experience of leading or coordinating safeguarding/early help processes (desirable).
- Experience supervising staff or leading a small team (desirable).

Knowledge and Skills

- Strong knowledge of statutory safeguarding guidance (KCSIE, Working Together to Safeguard Children, Prevent Duty).
- Understanding of barriers to learning and family engagement.
- Ability to engage with families with empathy, professionalism and respect.
- Effective communication and interpersonal skills with children, families and professionals.
- Good organisational and time management skills.
- IT competence for record keeping, monitoring and reporting.
- Ability to analyse information, identify trends and recommend actions.

Personal Qualities

- Commitment to safeguarding, equality, diversity and inclusion.
- Empathy, patience, resilience and emotional intelligence.
- Professional integrity and confidentiality.
- Positive, proactive and solution-focused.
- Able to work independently and as part of a team.
- Willingness to travel between sites if required.

Additional Information

- The postholder must act in accordance with safeguarding policies at all times.
- The role requires an enhanced DBS check and safeguarding checks in line with safer recruitment.
- The postholder will be expected to undertake regular training and maintain up-to-date safeguarding knowledge.

The scope and level of responsibilities for this role will be reviewed upon appointment and as the post develops. Any increase in duties or progression will be considered in line with the Council's Pay Progression and pay policies, ensuring compliance with relevant employment legislation and equal pay principles.

