**Danson Primary School**

**Post Title: Family Liaison Office/Safeguarding Officer**

**Post Location: Danson Primary School**

**Position Status: 1 Year Fixed-Term**

**Contractual Hours: 34 hours per week**

**Contractual Weeks: 40 weeks per year**

**Salary: Bexley 07**

**Post Start Date: ASAP**

**Closing Date: 26/3/2021 interviews week of 29/3/2021**

We are an oversubscribed, successful and friendly school. We have completed our expansion project to become fully three-form and are excited about our next chapter within the school and local community.

Our Ofsted in April 2019 stated *‘The school is well led. It is a stimulating place in which to work and learn* and *‘a strong team ethic is across the school by year group and curriculum teams.’*

Our children are polite, enthusiastic, motivated and love learning. We as a school community work hard to enable our children to be the very best that they can be.

For further information about the school please visit our website: [www.danson.bexley.sch.uk](http://www.danson.bexley.sch.uk)

We are seeking to appoint an individual who has experience in working alongside vulnerable children and families.   We are looking for an exceptional individual to join our safeguarding team in the role of Family Liaison/Safeguarding Officer, supporting our children and their families.

This is a vital role in our school community and you will work to build positive relationships between parents/carers and the school, for the benefit of the children, particularly those that are vulnerable.

A primary function of this role is to support children to overcome barriers to learning.

The successful candidate will:

* Have experience of working with vulnerable children and families
* Follow safeguarding systems and procedures
* Provide a positive offer of support to parents/carers
* Acknowledge the importance of the parent’s role in supporting their child to achieve
* Deal with issues which may arise in a pupil’s home or in their education
* Encourage parents to enter into a partnership with the school
* Be able to open channels to discuss additional family support, training and other needs for individual families.
* Be able to sign post parents and carers to avenues of support

Further details about this vacancy, including the Job Description and Person Specification, are available to download from the downloads section below. Alternatively, if you wish to discuss the post further please contact Mrs M Stevens on 02083031858.

**Your Application**

To apply for this vacancy please download and complete the application form, from the downloads section below, paying particular attention to Section 4 of the form; to indicate how you satisfy the criteria set out in the Person Specification. Applications should be submitted via email to office@danson.bexley.sch.uk. Alternatively, paper applications should be sent to Danson primary School, Danson Lane Welling DA16 2BH these must be received by the closing date to be considered. CVs will not be accepted. The closing date for applications is as stated above.

**References will be requested for applicants shortlisted for interview only and prior to interview**.

 An example of the reference pro-forma is available to view from the downloads section below (Appendix A). Only applicants shortlisted for interview will be contacted. Applicants invited to interview stage will be required to complete a Self-Disclosure form. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children’s Barred List.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Further vetting checks, in line with the requirements of [Keeping Children Safe in Education 2020](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) will be completed and other employment checks following a provisional offer of appointment.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers.  Danson Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Danson Primary School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

**PLEASE NOTE: YOU CANNOT APPLY FOR THIS VACANCY USING THE ‘APPLY’ BUTTON BELOW. PLEASE SEE INSTRUCTIONS ABOVE FOR DETAILS OF HOW TO APPLY.**