

WALTON LEDALE
HIGH SCHOOL



Deputy DSL and Family Support Officer

Application pack



Deputy DSL and Family Support Officer

Welcome to Walton-le-Dale

Thank you for your interest in the post of Deputy DSL and Family Support Worker at Walton-le-Dale. I am delighted that you are considering joining our school and becoming part of a community that truly values its staff and students.

Walton-le-Dale is a smaller secondary school, and this gives us a distinctive and welcoming atmosphere. Visitors often comment on the warmth and friendliness of the school, and it's something we take great pride in. Our size allows us to know our students well as individuals and to tailor our support to meet their unique needs. This approach is central to our ethos, and we are proud to hold Flagship status for the Inclusion Mark, a recognition we have maintained since 2008.

Our student-centered philosophy underpins everything we do. While academic achievement is vital, we believe that education should also help young people develop into confident, responsible, and compassionate individuals. Strong relationships are at the heart of our school community, and it is through these relationships that we help our students achieve their best, both in and beyond the classroom.

Our students come from a wide-ranging catchment area, including Blackburn, Preston, and surrounding localities. As a truly comprehensive school, we welcome students from diverse backgrounds and abilities. The school's strength lies in its people. Across all areas of the school, from teachers to pastoral staff, and from learning support to administration, you will find a team that is collaborative, compassionate, and committed to excellence. Sharing expertise and working together is a hallmark of our approach, and individual professional development is highly valued. We believe that when our staff are supported to grow and succeed, our students benefit immensely.

As the newly appointed Headteacher, I have been struck by the warm and supportive nature of both staff and students. Walton-le-Dale truly feels like a family. This is a school with enormous potential, and I am excited about the journey ahead as we continue to build on our strengths.

We are seeking a dedicated and proactive Deputy DSL & Family Support Worker to join our team and play a key role in supporting the continued success of our school. If you have the passion, vision, and commitment to making a positive impact on the lives of our students and their families, we would be excited to hear from you.

Thank you once again for your interest, and I look forward to receiving your application.

Warm regards

Paul Lamoury
Headteacher



Deputy DSL and Family Support Officer

Overview

We are a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. We see each child and member of staff as an individual. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

Safeguarding is vital to our work. Our commitment to this aspect of our provision is shown by the large number of staff who are DSL trained. We are widely known for our pastoral and inclusion work and our safeguarding practice is a key element of this. Everyone who works here knows that safeguarding is a vital aspect of their day to day practice.

The key responsibilities of this role:

This is a key role in our school. You will be the Deputy DSL and Family Support Officer – the Deputy Headteacher is the strategic DSL and you will report to her for this aspect of your work. You will be the key point of contact for external agencies related to student and family welfare and, in particular, you will be responsible for those students who are subject to Early Help/CAF referrals and act as the Lead Professional.



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Job Description

POST TITLE:	Deputy DSL & Family Support Officer
RESPONSIBLE TO:	Deputy Headteacher
DURATION:	Permanent
PAY SCALE AND SALARY:	Grade 7 (£31,067 – £35,235) 37 hours per week 8am – 4pm (3.30pm on a Friday), term time only plus one week (Inset days)
ACTUAL SALARY:	£26,960 - £30,577

Overall Purpose of Post

- To safeguard and protect the children, young people and staff of Walton-le-Dale High School
- To assist in delivering safeguarding training, update and implement policies and procedures
- To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies
- To promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities
- Working directly with pupils and their families to provide support to overcome particular obstacles to learning in relation to wellbeing, behaviour, or attendance.
- Encourage a culture of listening to children and young people, taking in to account their wishes and feelings so that measures may be put in place to support and protect them.

Duties and Responsibilities

Family Support Officer

1. Liaise with relevant staff (teaching and non-teaching) to assess and provide particular support to targeted pupils to improve attendance and enable them to overcome barriers to learning
2. Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils
3. Work in a one-to-one relationship with targeted pupils to implement an action plan
4. Work with parents / carers to help address poor performance/attendance/behaviour
5. Follow up lack of response to first day contact and other contacts by undertaking home visits to keep parents/carers informed and secure positive family support
6. Monitor the implementation of plans and report on progress achieved, support the re- integration of pupils who are persistently absent or are following an alternative timetable
7. Provide extra support to pupils and their parents / carers through knowledge of a range of activities and opportunities available to them
8. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning and attendance
9. Maintain accurate and factual pupil records and prepare written reports and evaluations which could be used in evidence in legal interventions
10. Complete relevant referrals to outside agencies for example. CAFs, EHA
11. To be the Lead professional at relevant meeting TAF meetings
12. To attend meetings when required to support students
13. Work with the Attendance Officer and Deputy Headteacher to identify students requiring home visits and further intervention.
14. Act as a source of support, advice and expertise to other staff completing CAFs and leading on TAFs.
15. Liaise with the pastoral team and other staff as necessary, to ensure the best possible support is in place for pupils and families.
16. Liaise with primary feeder schools to ensure smooth transition for children who are currently working with multi-agencies.

Deputy DSL

1. Liaise with the Deputy Headteacher especially with regards to ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
2. Complete referrals into Children's Social Care at Level 3 (intensive support early help) and Level 4 (CP).
3. Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
4. To liaise with Deputy Headteacher to coordinate the supervision of cases with staff working in the safeguarding area at Walton-le-Dale.
5. Work directly with child in need cases in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm.
6. Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
7. Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Walton-le-Dale High School from reviews, planning and intervention meetings are successfully carried out and monitored.
8. Respond appropriately to disclosures or concerns which relate to the well-being of a child.

Individuals in this role may also:

- Supervise other learning mentor staff.
- Support the transition of pupils between phases.
- Contribute to the development of activities to encourage family involvement in the school.
- To support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or providing service and situation specific advice and guidance; or Using specialised equipment.

Accountabilities

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place outside of normal working hours
- Plan and complete professional assessments of need and risk (S17 and S47 reports)
- Plan and complete professional assessments of EHA's and CAF's
- Maintain confidentiality at all times and be aware of data protection and the sharing of information
- Develop a confidential database of safeguarding referrals as a point of reference for the governors' reports
- Adhere to Walton-le-Dale High School's policies

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder 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
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

This job description, and associated responsibilities, are subject to annual review.



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Person Specification

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ● Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work ● Experience of managing child protection cases and investigations ● Experience of working effectively with the parents /carers of children ● Experience of working effectively with a range of professionals to promote children’s learning or welfare 	<ul style="list-style-type: none"> ● Experience of working in a multi-agency environment ● Significant recent experience in work with children and families in a statutory childcare agency ● Suitable qualifications, possibly at degree level and a willingness to undertake further training ● Post qualifying Certificate in Child Protection or evidence of formal training
Knowledge & Skills	<ul style="list-style-type: none"> ● Ability to complete S17 and S47 enquiries and reports for conference in a timely manner. Maintain student records and write other reports as required ● Ability to work on one’s own initiative, balance competing priorities and organise a work schedule ● Ability to motivate children/young people by establishing empathic and supportive working relationships ● Comfortable using ICT and word processing ● Demonstrate knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality ● Demonstrate knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and their families ● Ability to summarise clearly and concisely and articulate concepts and proposals ● Ability to produce concise and complex reports 	<ul style="list-style-type: none"> ● Experience of working with children including work within Child Protection and Multi Agency liaison ● Knowledge of the Children Act 1989, United Nations Convention on the Rights of the Child, Working Together to Safeguard Children and Keeping Children Safe in Education ● Hold a full valid driving licence and have the use of a car
Personal Qualities	<ul style="list-style-type: none"> ● Like children and have a sense of humour ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. ● Willingness to undertake training ● Resilience, self-confidence, self-reliance and self-motivation ● Healthy, with an excellent attendance record 	N/A



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How to Apply

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Completed application forms and letters must be submitted to lhodgson@wldhigh.co.uk

Key dates

Closing Date: 9am on Monday 24th February 2025

Interview Date: 6th March 2025

Start Date: ASAP

Selection Process

Candidates will be shortlisted and invited for interview on the basis of their applications and letters. The interview process will involve a panel interview, a tour of the school and discussion with key staff, as well as appropriate selection tasks.

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.