



Job Description

Job Title: Safeguarding Key Worker
Grade: PO1

Service Area: Newham PRUs
Date last updated: February 2019

Job Context

New Directions and Tunmarsh School are registered as Pupil Referral Units (PRUs) which report to a Management Committee.

Accountabilities

The postholder is accountable to the Safeguarding and attendance Manager.
The postholder has no budget or line management responsibility.
The postholder has specific Health and Safety responsibilities in respect of their duties.
The postholder has specific risk management responsibilities in respect of their duties.

Professional Standards

To develop and maintain a supportive environment for students' learning, ensuring that students are supported to be able to fully engage in their education.

To work collaboratively with colleagues and carry out your role effectively, knowing when to seek help and advice.

To liaise sensitively and effectively with parents and carers, recognising their roles in students' learning

To demonstrate and promote the positive values, attitudes and behaviour expected from the students at all times.

To improve your own practice including through observation, evaluation and discussion with colleagues

Overall Purpose of Job

1. To reduce student absences across the school
2. To engage with families and maintain positive relationships to support them to engage with the school and to recognise the importance of attendance and fulfil their legal responsibilities
3. Assess key areas of Contextual Safeguarding Concern and risk for all young people referred to Newham PRUs and put in place comprehensive Risk Management Plans which will inform pathways, interventions and targeted programmes of education whilst on roll at Newham PRUs.
4. Be the lead in responsibilities for overseeing and supporting the delivery of interventions and implementation of Risk Management Plans for pupils identified with highest levels of risk.



5. Be responsible for seeking and identifying appropriate interventions and access to resources which may support young people in making progress and mitigating perceived risk
6. Be the named key worker for those pupils identified with highest levels of associated risk
7. Report and feedback on individual cases as part of a regular cycle of safeguarding review and risk Management Meetings.
8. To have lead responsibility for monitoring and evaluating effectiveness of policy and practice in relation to Newham PRUs Risk Management Policy, and make recommendations for change and managing their implementation
9. To assess and apply key knowledge and skills of complex contextual safeguarding and strategies to make critical decisions in relation to the management and review of Individual Risk Management Plans for the most high risk pupils on roll across Newham PRUs.
10. The postholder will work across Newham PRUs as part of the Safeguarding Team

MAIN DUTIES AND RESPONSIBILITIES

1. Through participation at Pupil Admissions Meetings, information shared through professional network and ongoing behaviour and safeguarding review and practice within school, manage (put in place, lead on implementation, review and update) individual Risk Management Plans for pupils attending Newham PRUs.
2. For pupils identified with high levels of associated risk, feedback and review implementation of individual Risk Management Plans as part of a weekly cycle of multi-disciplinary risk management meetings on.
3. As a key part of the Safeguarding Team, provide ongoing monitoring of individual cases to inform case management, advising where necessary and challenging decisions where appropriate.
4. As part of Newham PRUs Safeguarding Team, attend statutory, multi-agency meetings (including ICPC, RCPC, CIN, ETAC, Core Grps etc.) to feedback, review and contribute to ongoing case management and planning.
5. Provide pastoral support through 1:1 mentoring, regular family liaison, home visits and signposting / making referrals to with other agencies (e.g. health, social care and School Home Support).
6. Oversee, facilitate, track and report on the impact of targeted interventions.
7. Work together with colleagues across Newham PRUs to deliver a broad and effective programme of pastoral education to support with pupil progress and reintegration / progression.
8. Develop and maintain positive relationships with young people attending Newham PRUs to support with effective delivery of programmes of work. Dealing with a range of complex issues and putting in place the detailed care programmes to assist and support the young people.
9. Work closely with partner agencies including Social Care, Youth Offending Service and the Police to ensure effective multi-agency working practice, sharing of necessary information and robust implementation, monitoring and reporting of Risk Management Plans and case work. Advising the LA on high level matters in terms of safeguarding issues and expert guidance in



line with this. There should be a clear case management records which evidence that this is occurring;

10. Develop effective and supportive working relationships with parents and carers and ensure they are included in the development, implementation and monitoring Risk Management Plans.
11. Research and share information on the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
12. Record, interpret and present information and issues that can impact on the risk assessment of the child/young person. This may involve disclosing proportionate and relevant information related to the parents/carers, siblings or others in contact with the family.
13. Maintain contact with the young person's family, social workers, advocates and other key stakeholders. The Safeguarding TIER4 Mentor is responsible for ensuring these people have regular updates regarding the welfare of the young person, including ongoing concerns relating to risk, but also achievements and progress being made.
14. Maintain Risk Management Plans by making sure information is correct and up to date. This may involve pursuing the local authority, YOT or police for any outstanding information such as the LA Care Plan or that shared within a Merlin;
15. Prepare and present in individual cases in case management meetings and discuss.
16. To be responsible for making decisions in relation to individual cases of the young person that will in turn affect their safeguarding and wellbeing.
17. Contribute to general behaviour management, well-being and safety of students attending Newham PRUs through delivering activities and programmes to support personal development, including right choices and health education (e.g. drug awareness, developing personal relationships).
18. Provide 1:1 mentoring work – There should be an outline of 1:1 work that needs to be completed, taking into consideration the targets identified within the Risk Management Plan;
19. To work with groups of students developing and delivering short term interventions designed to meet their identified needs.
20. Provide weekly reports and updates to involved agencies for young people on case load.
21. Responsibility for the development and promotion of Safeguarding practice and policy across Newham PRUs through effective working with the Safeguarding Team. Including making decisions and providing advice around ways of working that will impact on service delivery.
22. Carry out general administrative tasks e.g. maintaining student records, note taking, distributing letters, collecting money for trips, filing and producing class lists.
23. Work flexibly across all PRU sites and carry out any other duties as related to the job role.
24. Take part in in-service training, relevant performance management arrangements and other meetings as required.
25. Contribute to the School Development Plan and Self Evaluation Framework providing high level advice around complex safeguarding matters.





Person Specification

Job Title: Safeguarding Keyworker	Service Area: Newham PRUs – Tunmarsh School and New Directions PRU
Grade: PO1	Date last updated: February 2019
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	

METHOD OF ASSESSMENT	
Knowledge Detailed knowledge/experience of the following: working in formal educational settings, safeguarding procedures and vocational options. High level understanding of all principle theories of child and adolescent development, including attachment theory and the concept of resilience. High level knowledge of, and ability to operate within, professional and ethical guidelines. Vast knowledge of Safeguarding legislation within school settings Comprehensive understanding of the roles of different agencies and how they work together. Understanding of the legislative context as well as specific relevant legislation and guidance relating to safeguarding and sharing confidential information to support children and young people	Application / Interview Application / Interview / test Application / Interview Application / Interview / test Application / Interview Application / Interview
Qualifications Passes in English and Maths GCSE Level 3 Qualification in Youth Work or related area	Application / Evidence Application / Evidence
Experience Experience of working with young people in both formal and informal settings.	Application / Interview



Experience in promoting home – school partnerships to support learning. Experience in working in a school or PRU. Experience of working successfully with behaviour management procedures and strategies. Experience of using systems of recording, reporting and assessment to challenge expectations of performance Experience in working in a multi-agency setting. Experience of providing supervision for up to 3 staff. Experience of delivering and facilitating group work sessions Experience of writing reports and supporting letters	
Skills and Abilities Ability to engage constructively with, and build positive working relationships with a wide range of young people and their families. Ability to work as part of a multi-disciplinary team. Ability to identify potential barriers to learning and strategies to overcome these barriers. Excellent communication and interpersonal skills in order to win the confidence of, and work successfully with students, staff and parents/carers. Good literacy and numeracy skills. Ability to set appropriate and achievable targets for students and monitor and report progress against targets. Ability to establish and support a climate of high expectation and high self-esteem in students. Ability to explain clearly, and with sound rationale, offending related safeguarding information to a wide range of professionals.	Application / Interview Application / Interview Application / Interview / test Application / Interview / test Application / Interview / test Application / Interview / test Application / Interview Application / Interview Application / Interview / test



Ability to demonstrate through personal and professional example a commitment to equality of opportunity for all groups of staff and service users and challenge discrimination, racism, sexism and other forms of unjust behaviour. Significant experience of managing own case load Ability to work professionally & collaboratively with internal team as well as external agencies Excellent time management, record keeping, communication and interpersonal skills	Application / Interview / test Application / Interview Application / Interview
Personal Style and Behaviour A commitment to promoting and safeguarding the welfare of children and young people. Energetic, highly motivated and able to use initiative in identifying problems and possible solutions. Adaptable to change and the ability to work flexibly to meet the individual needs of students.	Application / Interview Application / Interview Application / Interview
Other The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEMH setting. This post is subject to an enhanced DBS check. Working pattern: The post is 36 hours p/w	Application / Interview Satisfactory clearance at conditional offer stage