Manchester Hospital School

Job Description/Person Specification
Child Protection Lead Grade 8

Post Title: Case Worker - Child Protection Lead
Salary: Grade 8 (Scale Point 31-35) £37,113- £40,998 based on April 2026 payscales ***(The salary amounts have been worked out based on the term time only working pattern)**
Location of Work: Leo Kelly School
Directly responsible to: Deputy Headteacher - Inclusion
Directly responsible for: no direct reports
Hours of Duty: 35 hours per week, Mon- Fri, term time only

The post holder will report to the Assistant Headteacher at Leo Kelly School and the Deputy Headteacher - Inclusion. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Primary purpose of the job:

- Protecting and promoting welfare, championing the needs and rights of those who are vulnerable or with complex needs, ensuring that their voices are heard and responded to.
- To be an advocate for pupils, supporting where possible, moving towards universal provision.
- To facilitate collaborative single or multi-agency working to ensure pupils have secure educational settings, are school-ready and are stable or, where possible, moving towards universal provision.
- To work collaboratively with parents/carers and agencies to ensure that there are smooth transition processes for all pupils and appropriate progress and achievement by vulnerable pupils.

FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR <u>THIS POST</u>

Main Duties and responsibilities/accountabilities

1. To be fully conversant with statutory requirements and Safeguarding procedures relevant to the needs of students, and to provide advice about these to a range of stakeholders.

2. To monitor the Child Protection systems in place to support students and report these on to the whole school DSL.

3. To facilitate the provision of and access to support for pupils from the most appropriate specialist multi-agency resources in the City Council using appropriate tools and processes, including Early Help Framework.

4. To ensure educational placements for vulnerable students in school are sustainable and provide/facilitate support where appropriate.

5. To identify where additional support/services may be required and put processes in place to broker their involvement, including developing strong links with District Safeguarding Teams.

6. To monitor the progress of pupils on the school's Child Protection Register, acting where appropriate to ensure effective interagency support for that individual.

7. To challenge and support school, governors, parents/carers and agencies to improve outcomes for students.

8. To liaise closely with schools and settings, and parents/carers to develop and provide appropriate packages of support for students on the school's Child Protection Register.

9. To contribute to the development of appropriate school processes, including the Early Help Framework.

10. To contribute to capacity building through training programmes for school, parent/carers and all staff involved in Child Protection (teaching and support staff).

11. To have due regard to school policies, business and other plans, strategies and objectives

12. To lead the daily monitoring of attendance in order to ensure welfare checks are carried out as necessary.

13. To lead home visits and welfare checks.

14. To complete risk assessments and safety planning for pupils when necessary.

15. To complete risk assessments for teaching in the home and in the community.

16. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.

17. To manage the staff involved in supporting children on the Child Protection register and facilitate regular meetings to ensure quality assurance and excellent communication.

18. To identify specific Safeguarding issues in school and contribute to the delivery of relevant sessions for targeted students.

19. To facilitate the provision of and access to support for pupils on the school's Child Protection Register from all relevant statutory and non-statutory multi-agency resources.

20. To take a lead and be responsible for the Early Help assessment process. This includes meeting with parents, processing and submitting the paperwork.

21.To attend external meetings and case conferences and make home visits to students.

22. To work alongside Senior Colleagues and take the lead for whole staff Safeguarding training.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Review Arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, MHS will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Areas of responsibility will be agreed on an annual basis through Performance Management/Appraisal

Person Specification

Lead Child Protection Officer and School Caseworker, Grade 8

For this job we are looking for:

1. Substantial experience of working with parents/carers, children and young people and/or schools and settings.

2. Experience, knowledge and understanding of appropriate current relevant legislation, policy and guidance documents.

3. Experience of developing, delivering and evaluating training.

4. Excellent oral and written communication skills and the ability to interpret and articulate complex information to people at all levels.

5. Demonstrable problem solving, decision making, influencing and analytical skills.

6. Experience of working openly and collaboratively with multi agency colleagues and professionals and understanding of the issues around confidentiality.

7. Excellent presentation and facilitation skills for meetings with individuals and groups.

8. Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings.

9. Advanced IT skills, including word processing and database use.

10. Ability to plan, prioritise and organise own work efficiently and effectively in order to meet deadlines.

11. Ability to manage a range of tasks and multiple priorities with confidence.

12. Ability to travel to various sites – Full driving licence with use of car and business insurance.

13. Willingness to undergo minor first aid training.

14. It is essential that you hold a Designated Safeguarding Officer Training (Level 3 Safeguarding) qualification.

Personal Style and Behaviour

1. Tact and diplomacy in all interpersonal relationships with the public and colleagues.

2. Ability to establish and maintain positive relationships that generate confidence and respect.

3. Self-motivation and personal drive to complete tasks to required timescales and quality standards, with an appropriate awareness of confidentiality.

4. Ongoing commitment to inclusive education practices and equality of opportunity.

5. The flexibility to adapt to changing workload demands and new organisational challenges.

6. Drive, tenacity, and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.

7. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of students.

8. Personal commitment to continuous self and service development.

9. Team player with a positive attitude and the ability to inspire and motivate.

10. A positive commitment to the implementation of Equal Opportunities through all aspects of work.

11. Willingness to comply with all school policies.

12. Willingness to consent to and apply for an enhanced disclosure check.