

MATRIX ACADEMY TRUST
Job Description – School Social Worker

Role	To work as part of the Safeguarding and Pastoral Team in supporting vulnerable pupils and families.
Line Manager:	Assistant Headteacher and Designated Safeguarding Lead
Work in partnership with	Heads of House, Success Centre, Teaching Staff and Outside Agencies
Main Purpose:	<ul style="list-style-type: none"> • To provide a full range of services to pupils and families who need additional support. • To undertake the role of Deputy Designated Safeguarding Lead
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Implement Bloxwich Academy Safeguarding Policy and Department for Education Keeping Children Safe in Education (2020) statutory guidance. • Undertake Advanced Level Safeguarding training • Respond appropriately to disclosures or concerns, which relate to the well-being of a pupil. • Make safeguarding multi-agency referrals to Children’s Services and other agencies. • Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required. • Work directly with vulnerable pupils and their families in the community to promote, strengthen and develop the potential of parents/carers and their children in order to reduce the risk of a child suffering significant harm. • Where required, liaise with agencies such as: School Health; Children’s Services; Young Carers; Virtual School, Education Welfare Servicc; Drug and Alcohol Support Services and BCWA • When appropriate, act as a lead professional and co-ordinate Early Help meetings. • Support the care of children where their living arrangements are at risk of breakdown. • Collate and produce statistical information with regards to safeguarding and pupil groups. • Plan and assist on safeguarding training within school. • Support the pastoral and safeguarding team with Personal Education Plan (PEP) reviews for Looked After Children. • Attend Child Protection Conferences, Child in Need and Early Help meetings and provide written confidential reports. • Monitor safeguarding logs and status of referrals and follow up where necessary.

	<ul style="list-style-type: none"> • Help pupils function effectively in the school environment and grow socially and academically. • Create individualised intervention plans to support pupils improve. • Educate parents on available resources to help their child. • Manage and monitor caseloads. • Support mental health in school.
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Additional Duties:	<ul style="list-style-type: none"> • Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. • Undertake health and safety duties commensurate with the post and/or a detailed in the school Health and Safety Policy. • Work in accordance to the school's Equality Policy.
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