

Local Authority Education Link Coordinator - South Schools

Salary: Band 7, **£25,189 to £28,568** per annum pro rata for 30 hours (£31,067 to £35,235 FTE)

Contract: **Permanent**

Hours: **Part time** (30 hours per week)

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. It is also committed to promoting quality childcare across the City that works to improve outcomes for children.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

The Directorate plays a key role in achieving the city's ambition by providing a range of education, early help and safeguarding services, working strategically and operationally in close partnership with education settings, the NHS, police and the voluntary sector.

What is the role?

You will provide an operational, supportive link between schools and the local authority, ensuring that education settings are aware of their vulnerable children and the key professional networks working with those families.

You will support schools across the city which will include giving advice and guidance for vulnerable children, by having exploratory conversation and guiding forward actions and next steps. Experience of working in either a safeguarding or education background is essential.

You will provide advice, guidance, challenge and support to education settings and services with a key focus on ensuring the right processes and practice are in place on a multi-agency basis to improve outcomes for children and their families.

Key responsibilities of the role:

- To ensure that schools are aware of their vulnerable children that are open to Children's Social care, Early Help or children who may be vulnerable but not open to external services.
- To be an allocated point of contact that schools can call to talk through individual cases for advice, guidance, support and challenge. This would be cases that do not meet a safeguarding threshold and should not replace the MASH function.
- Providing information on key services and agencies that support families in the city.

- To support the positive working relationships between education, Children's Social Care, Early Help, health services and the wider network.
- To support schools to identify children who may benefit from an early help response and to undertake a 'Family Support Plan' and the lead professional role where this would be beneficial. To provide support and guidance around this where necessary.
- To support the 'Step Across' of cases closing from Family Support and safeguarding and Targeted Early Help to the school who would be the Lead Professional, supporting them with the process and ensuring that the early help support continues for vulnerable children.
- To support the city-wide agenda in improving school attendance for children with attendance below 50%, ensuring that you can support schools with advice and guidance in following attendance processes effectively.
- Have a good understanding of child criminal and sexual exploitation and to support schools in identifying emerging signs of exploitation. Also, to contribute, where required to weekly 'Missing, Exploited and Trafficked (MET)' meetings.
- Supporting schools to complete Family Support Plan reviews to monitor and record sustained change and improvement for children and families.
- To work with schools improving their safeguarding and early help processes, working alongside the Portsmouth Safeguarding Children Partnership (PSCP) training team to identify individual training needs and improvement.
- To use an internal data warehouse to help inform your conversations with your allocated schools, ensuring that records are kept accurate and up to date.
- To have restorative, transparent, honest and challenging conversations with schools where practice change is needed, using a high challenge high support approach.
- To work with organisations to restore and improve good working relationships and communication using a relational and restorative approach.
- To support the delivery of PSCP Safeguarding training programme by co-delivery of 'Early Help - Using the FSP' training.
- To work alongside the PSCP and MASH Education team to ensure joined up messaging to schools on quality of contacts and decision-making.
- To attend the locality network meetings and ensure that they keep up to date with local knowledge and to network with the wider professional workforce.
- To undertake individual professional development, including 'coaching and mentoring', 'supervision' and 'Safeguarding' training to enable a

curious and knowledgeable approach in supporting and mentoring schools.

Who is the person?

You need to:

- Be able to demonstrate experience in working with children and their families in a relevant sector or field e.g. early help, education, early years, social care.
- Be able to demonstrate knowledge of what a good Family support plan and assessment looks like and be able to support others in this practice and process.
- Have a good understanding of how services are delivered in Portsmouth and working in a multi-agency approach. Keeping up to date with local services and support available for families and be able to advise on this.
- Have excellent safeguarding knowledge and an understanding of the 'Tiers of Need' (Portsmouth Thresholds document) (<https://www.portsmouthscp.org.uk/wp-content/uploads/2022/10/PSCP-Threshold-Document-v7-October-2022.pdf>), and have undertaken regular safeguarding training.
- Be able to demonstrate a positive approach and be able to foster this in others, using coaching and mentoring skills.
- Demonstrate excellent written and verbal communication skills with key partners including schools, Early Help and Social Care teams.
- Be able to build excellent working relationships with education settings and services.
- Be able to have relational, restorative, honest and challenging conversations with professionals, using a high support, high challenge approach.
- Have the ability to reflect on individual practice and be being curious to learn and develop in all areas of the role.
- Be a confident individual who can act upon their own initiative and work autonomously making informed decisions, knowing when to escalate issues.
- To have a good understanding of GDPR and manage high levels of confidential and sensitive information.
- Be able to prioritise competing demands, manage deadlines and prioritise work when needed.
- Be able to deliver presentations to groups or staff and co-deliver training as required.
- Be able to confidently use IT systems, data management system Skills in using basic spreadsheets and case management database (for Social Care, Education and Early Help services).

**You will need to demonstrate that you have the Right to Work in the UK.
No post will be offered without it.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.