

**MATRIX ACADEMY TRUST**  
**Job Description – School Social Worker**

Reports to:	Assistant Headteacher and Designated Safeguarding Lead Work in partnership with Heads of House, Success Centre, Teaching Staff and Outside Agencies
Arrangement	Full time – 37 Hours Term Time Only Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary	Group 11 Spine Point 41-44
Main Purpose:	<ul style="list-style-type: none"> <li>• To work as part of the Safeguarding and Pastoral Team in supporting vulnerable pupils and families.</li> <li>• To provide a full range of services to pupils and families who need additional support.</li> <li>• To undertake the role of Deputy Designated Safeguarding Lead</li> </ul>
Main Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• To implement the School Safeguarding Policy and Department for Education Keeping Children Safe in Education (2021) statutory guidance.</li> <li>• Respond appropriately to disclosures or concerns which relate to the well-being of a child.</li> <li>• Making and writing safeguarding multi-agency referrals to Children’s Services and other agencies.</li> <li>• To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.</li> <li>• To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.</li> <li>• Where required, liaise with agencies such as School Health, Children’s Services, Young Carers, Virtual School, Education Welfare Officer.</li> <li>• When appropriate, to act as a lead professional and co-ordinate Team Around the Child /Early Help meetings.</li> <li>• To support the care of children where their living arrangements are at risk of breakdown.</li> <li>• To collate and produce statistical information with regards to safeguarding and pupil groups.</li> <li>• To work with identified pupil premium group pupils and their families to narrow the attainment gap.</li> <li>• To plan and assist on safeguarding training within school.</li> <li>• Support the pastoral and safeguarding team with Personal Education Plan (PEP) reviews for Looked After Children.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend Child Protection Conferences, Child in Need and Early Help meetings and provide written confidential reports that are shared.</li> <li>• To undertake Advanced Level Safeguarding training.</li> <li>• To monitor safeguarding logs and status of referrals and follow up where necessary.</li> <li>• Help students function effectively in the school environment and grow socially and academically.</li> <li>• Creating individualised plans to help students improve.</li> <li>• Educate parents on available resources to help their child.</li> <li>• Managing and monitoring caseloads of children in need.</li> <li>• To support mental health in school.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This Job Description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

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**Person Specification – School Social Worker**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Certificate of Qualified Social Worker (CQSW), Diploma in Social Work (DipSW), Social Work Degree or other qualification as recognised by the current Social Work Regulatory Body	E	A
Must have up to date registration & comply with requirements of current Social Work Regulatory body.	E	A/I
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Mental Health First aid trained or other relevant CPD	D	A
<b>Experience and Knowledge</b>		
Knowledge of social work related legislation including Children Act 2015, Equalities Act and an awareness of both national and local policies and procedures, including safeguarding, relevant to social work/social care.	E	A/I/S
Ability to work with multi-agencies as necessary to deal with complex situations and manage boundaries in partnership working.	E	A/I/S
Ability to demonstrate an understanding of the role & requirements of Supervision and a commitment to using supervision to develop own practice.	E	A/I/S
Clear evidence of commitment to & demonstration of Social Work values and ethics in accordance with the KSS, PCF's (Qualified SW Level) and Regulator's Standards for Social Workers.	E	A/I/S
Working within a school or fast paced environment	E	A/I/S
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I/S
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	A/I/S
Knowledge of Management Information Systems	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Have strong organisation and time management skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Be self-reflective and independent	E	I
Excellent inter-personal skills, with both children and adults	E	I
Be motivated, resilient and able to work alongside pupils that can sometimes have distressing experiences	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Be able to handle highly confidential information with regards to GDPR	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*