

Job Description

Job Title:	Family Support Worker for Attendance	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Schools –Templars Primary School	Grade:	

Job Purpose

On behalf of the Head and Governors and reporting to the Pastoral Support Manager.

1. To work alongside the Pastoral Support Manager in working with our parents and families, with a particular focus on attendance. The role has accountability for Early Help work and the postholder will liaise with partner agencies
2. To contribute to the school's Learning Mentor provision and wider Pastoral Team provision in school
3. To contribute to the work of the Family Hub

Duties and Responsibilities

- 1 To report to the Pastoral Support Manager on progress and activity around Early Help and Attendance and work with vulnerable families, and to propose and take appropriate action as agreed.
- 2 To organise and conduct regular team meetings for relevant staff and other agencies around Early Help and Attendance and vulnerable children/families and to be responsible for producing appropriate agendas and minutes
- 3 To take a significant role in developing and leading the implementation of the school's monitoring and evaluation procedures in work with parents and families and with relevant staff
- 4 To produce Action Plans for work with parents and families in line with the School Improvement Plan and to ensure their co-ordinated implementation with relevant staff
- 5 To take responsibility for the management of relevant budgets as required.
- 6 To advise senior management of current developments in good practice and promote and implement agreed action.

- 7 To advocate and promote good practice in the areas of Attendance and Early Help and work with vulnerable families across the school including the delivery of training to appropriate members of the school community as necessary
- 8 To prepare and provide written and/or verbal reports, evaluations and action plans for Senior Management Team / Governors / others as appropriate.
- 9 To undertake training of relevant staff as necessary
- 10 To be a member of the school's Safeguarding Team
- 11 To represent the school, if appropriate to the role, at local and city network meetings
- 12 To carry out specific designated tasks and mentoring activities within the Learning Mentor Team in common with other Learning Mentors, including working with individual/groups of targeted pupils
- 13 To oversee attendance across the school, implement actions and initiatives where needed. To work closely with parents and external agencies to improve attendance.
- 14 To oversee the quality of lunchtime provision for children in the dining room and on the playground.
- 15 Any other duties and responsibilities within the range for the salary grade.

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All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible to: Pastoral Support Manager and Headteacher

Date Reviewed: May 2023

Person Specification

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • A good understanding of the challenges facing young people from a disadvantaged community • A good understanding of mentoring relationships with disadvantaged children • A good understanding of the range of agencies and activities that provide support to vulnerable pupils and families. • A full working knowledge of Early Help • A full working knowledge of policies and codes of practice in areas specific to the post • A full working knowledge of relevant legislation in relation to the post • An understanding of recruitment and selection procedures in relation to the deployment of other Learning Mentors within the school and contribution to their induction • An understanding of current issues in Education in general • An understanding of the current issues local families face.

Skills and Abilities:	<ul style="list-style-type: none"> • To devise and implement action plans for individual pupils and families • To work effectively with families and the wider community. • Excellent communication skills – ability to draft and present verbal and written reports to a range of audiences • To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families and carers • To identify and set targets for the development for individual pupils • To work effectively with teachers and senior managers within the school • To work effectively and network with a wide range of support services • To develop productive and supportive relationships with young people • Very good IT skills including the ability to utilise word processing, power point, outlook, the Internet, the school IT system and other packages as appropriate • To work with minimum supervision • To evaluate own learning needs • To prioritise own workload and meet deadlines/targets as necessary
	<ul style="list-style-type: none"> • To lead and motivate a team • To support and advise employees with regard to their professional development • To analyse and respond to a variety of situations and issues, implementing solutions as appropriate • Numeracy skills and the ability to produce and analyse statistical information

	<ul style="list-style-type: none"> • Presentation skills – the ability to devise and deliver training sessions <p>Trained and experienced in Signs of Safety and EHM system.</p> <p>Experience of direct work with families to increase attendance and improve outcomes.</p> <p>Trained and experienced in delivering parenting strategies such as Triple P or Nurturing Program (or any other parenting program).</p>
Experience:	<ul style="list-style-type: none"> • Individual support for children and young people • Experience of supervising a team and organising and implementing programmes of work • A minimum of 1 year working as a Family support worker or equivalent experience in a related area such as education, youth work, health and social work <p>Experience of delivering training.</p> <ul style="list-style-type: none"> • Experience of drafting and implementing Action plans in line with school policy
Educational:	<ul style="list-style-type: none"> • A relevant qualification in working with children at NVQ3 Level or above or evidence of equivalent experience in a professional environment • Evidence of training and development undertaken with regard to the role of Family Support. • Willingness to undertake further study relevant to the post
Special Requirements :	<ul style="list-style-type: none"> • Full Driving Licence with business insurance. <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A DBS will be required prior to appointment.

Date Reviewed: May 2023