

Friars Primary School and Nursery (FPS)



Job Description: Child and Family Support Worker and Portico Attendance Lead

Responsible to: Principal & SLT

Salary/Grade: Level 7, point 21 to 27 £32,115 to £37,035 (actual salary £27,838 to £32,103)

Hours: 37 hours per week, Monday to Friday 8.30am-4.30pm (with 36 minute unpaid for lunch)
39 weeks per year - Term time only plus INSET days.

Job purpose:

- To be a deputy designated safeguarding lead and take joint responsibility for safeguarding and child protection in the school alongside other safeguarding leads and deputies
- To provide professional and comprehensive support to children and families of the school
- To ensure children attend school regularly and on time to improve overall school attendance
- To work with families, including in the home, to improve school attendance
- To ensure the highest of professional standards are maintained.
- To uphold relevant legislation regulation and to lead effective practice
- Advise staff leading on attendance across the Trust where required, providing advice and guidance on attendance and any meetings being held.
- Provide ad-hoc supporting at any unusually challenging attendance meetings (L2/L3) where needed.
- Lead on all Level 4 attendance meetings across the Trust and attend court for all cases at Trust schools.

Responsible for: Multi-Agency communications, Child Protection, Safeguarding, Attendance

Key responsibilities and Accountability

- To provide an efficient and prompt service to children, young people and their families, ensuring that the needs of the children and their parents/carers are professionally assessed and met.
- To be FPS deputy designated safeguarding lead
- Deliver Safeguarding annual training to central Portico staff, FPS staff and Trustees when required.
- To make referrals to Social Care when appropriate and work with families open to social care or open to monitoring.
- To be lead professional in CIN or CP meetings as required, arranging, leading and attending professional / TACAF meetings for pupils and families, presenting opinions and facts with professionalism and integrity.
- To lead and drive an improvement in school attendance, working closely with the senior member of staff with responsibility for attendance.
- Be responsible for the Trust Attendance Policy, ensuring it is up to date with government guidance.

- Coordinate centrally the attendance process across the Trust and support resolution of any issues that arise.
- Provide input and guidance to the Principals on the Attendance Policy in all schools in the Trust.
- Deliver whole school assemblies on a regular basis on attendance, across the Trust if needed.
- Implement initiatives from EYFS through to Year 6 to improve school attendance.
- Monitor and evaluate impact of these initiatives and support staff in delivery as required.
- Provide management information to the Trust Principals & CEO on a regular basis showing attendance trends linked to initiatives being implemented.
- Be the first point of contact in working with parents/families where there are attendance issues.
- Carry out home visits and work in a proactive and reactive capacity to ensure children attend school.
- Be responsible for children who are missing in education, including making appropriate referrals and attempting to make regular contact with families.
- Carry out up to and including Level 4 case work internally at FPS and prepare the paperwork necessary for pre-court and court cases.
- Advise staff leading on Attendance across the Trust, including leading on Level 4 attendance meetings and attending court for all Trust schools where required.
- Chair and lead the Trust attendance meetings in order to ensure consistency across the Trust.
- Mentor Attendance Officers across the Trust, sharing best practice and knowledge.
- Support the onboarding of any new attendance staff.
- Advise staff leading on attendance with how to use their LA officer most effectively.
- Maintain case history records and prepare reports for different services and the school.
- To investigate, evaluate and analyse information on cases, demonstrating clarity of assessment, reliability of information, evidences conclusions and realistic action plans.
- Develop relationships with key children in school to enable respect and trust to ensure children feel safe.
- To develop practice which takes a holistic view of the individual, locating them in both their immediate and extended social circles, and having full regard to their overall development needs.
- To be familiar with Equal Opportunities good practice and the schools requirements for diversity and to implement this in all aspects of working practice and promote it in the team, workplace and wider organisation.
- To prepare and submit written reports as and when required, including statements and care plans for care proceedings in the Family Proceedings, County and High Courts (Section 14, 37 and 47s).
- To ensure the Inclusion Team and Senior Leaders are kept fully apprised of events and individual situations with pupils.
- To work effectively with the school Inclusion Team sharing and providing advice as and when necessary.
- To use IT as required to maintain accurate case records, and to be able to report on key pupil performance management data.
- To proactively liaise with and work in partnership other agencies and organisations, parents and carers.
- Develop and maintain good working relationships with parents, outside agencies and the local community.

- Attend local or national training where relevant as part of your continuous professional development as well as to enhance the school provision.
- Support teaching staff with KS1 to KS2 transition of vulnerable children as well as secondary transition, informing new schools regarding key children.
- Where applicable, source and manage budgets/grants to benefit pupils within the school community.
- To undertake any other reasonable task that is requested by the Senior Leadership Team.
- To develop effective liaison with external agencies in order to provide maximum support for vulnerable pupils.

General:

Post holder will be based at Friars; however, they will need to travel via own car to all schools within the Trust to effectively undertake role. This will generally be self-directed, but from time to time you may be requested to attend a particular school/site by SLT. You will not be permitted to claim expenses for travel between sites as this is deemed as part of the roles remuneration.

Post holder needs to be able and willing to work when required during school holiday closure periods for essential ad-hoc meetings – e.g., court hearings, child protection meetings. Subject to overtime.

The above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.