

JOB DESCRIPTION

SCHOOLS:	The Deans Primary School
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JOB DETAILS:	Children & Family Support Officer (HLTA)
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Job Title:	Children & Family Support Officer (HLTA)
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Grade:	3B SCP 23-26
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Directly responsible to:	Deputy Headteacher
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Directly responsible for:	N/a
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Hours of Duty:	32.5 hours per week (term-time only) plus inset days
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Primary purpose of the job:

To support the Deputy Headteacher in providing family support services, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential. To work closely with parents and families to achieve success for these children. To take a lead role in providing high quality and effective safeguarding and pastoral support across the school, maintaining accurate records and working with staff, pupils, parents and external agencies to ensure appropriate plans and strategies are in place to support pupils and their families. To compliment the professional work of teachers by taking responsibility of a class for agreed learning activities where appropriate.

Main Duties and Responsibilities/Accountabilities:

- 1 To gather information in order to assess the needs of children, completing any relevant referrals, profiles and safeguarding plans in partnership with the family and other professionals.
- 2 To follow Child Protection procedures, under the school's Safeguarding Children's Policy, in consultation with the Deputy Headteacher and to liaise with other agencies as appropriate.
- 3 To plan, prepare and deliver learning activities for individuals / groups, or whole classes on a short term basis, and monitor, assess, record and report on pupil's achievement, progression and development.
- 4 To develop a 1:1 supportive relationship with children needing particular support to achieve their potential.

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| 5 | To maintain regular contact with families/ parents/carers of children receiving support and to encourage positive family involvement in the child's learning. |
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Other Duties and Responsibilities/Accountabilities	
6	To build up a full knowledge of the range of support available that could be drawn upon. To "signpost" families to appropriate services and to link families to resources at Children's Centres and other services in the community.
7	To assist the Deputy Headteacher in the provision of specialist support (e.g. social services) and a range of community support, and to facilitate the sharing of information. To provide support when required to enable children to fully meet school requirements - homework, attendance etc.
8	To monitor and improve the attendance of vulnerable pupils, and persistent absentees, in conjunction the office team, SLT and EWO.
9	To liaise with secondary schools and other educational establishments to support those children that may require further support after transferring to secondary school or other educational establishment.
10	To participate in multi-agency meetings and child protection conferences as required.
11	To organise and implement meetings and, when appropriate, act as Lead Professional.
12	Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
13	In partnership with social workers and other professionals, to regularly assess, review, reassess and develop agreed packages of care together with children, their families and carers.
14	To provide practical support and advice to parents / carers / families as needed.
15	To participate in regular, formal supervision with the appropriate manager, undertake appraisals and be responsible for own personal development.
16	To attend professional development sessions and relevant training as required. To share good practice with other agencies.
17	Maintain accurate records of home visits, discussions and telephone contacts in an ethical manner with due regard to the principles of confidentiality and the need to share information with families. To communicate information to appropriate parties who have an educational interest in a given cohort.
18	To act as a key face of school: greeting pupils and their families in the morning, being an available adult for children during their free time (lunch and breaktimes) and liaising with families and carers as needed at the end of the school day.

19	To contribute to the identification of barriers to learning for individual children, and provide them with a range of strategies for overcoming these barriers
20	Take a lead role in developing and implementing practices which reflect the schools commitment to positive behaviour and emotional wellbeing.
<p>The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the individual may be required to perform other reasonable responsibilities, and the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.</p>	

Date Job Description prepared/revised:	13th May 2022
Prepared by:	Deputy Headteacher and School Business Manager
Agreed by Post holder	

