

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

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| Job Title: | Family Engagement Lead |
| Salary: | £26,744.00 FTE – Actual Salary £21,737.59 |
| Base: | Doubletrees School |
| Hours: | 34.5 hours per week Monday: 8.30 - 3.30 Tuesday: 9.00 - 5.00 Wednesday: 9.00 - 5.00 Thursday: 8.30 - 3.30 Friday: 8.30 - 3.30 |

| Main Purpose of Job: |
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| <ul style="list-style-type: none"> • To lead on the school's parent carer engagement improvement strategy. • To ensure the school is welcoming families to engage with the school and fostering the development of mutual trust and respect. • To ensure effective communications are at the very heart of effective of our parent carer engagement practice; resulting in clear lines of communication which are tailored to the needs of our wider community. • To ensure effective support for learning by providing school-based family and parent carer support activities, with a grounding in more structured, evidence-based programmes produce positive outcomes for learners. • To provide parent carers with a supportive learning and education community in which to thrive and grow. Aspiring to provide parent carers with a sense of belonging to a shared set of community values, interests and attitudes. • To actively seek to widen the range of options and opportunities that learners and their families see as achievable. • To identify and implement strategies to support diverse and inclusive ways to bridge complex barriers. |

| Main Duties and Responsibilities: |
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| <ul style="list-style-type: none"> • To lead and embed a whole-school approach to parent/carer engagement strategy. • To implement the policy for parent/carer engagement and ensure that it is embedded in school practice. • To ensure that parents are supported to be fully involved in the life and work of their children's learning. • Develop a differentiated approach to parent/carer engagement. • To ensure all parent/ carers get a warm and friendly reception whenever they telephone or visit the school. |

- Steps are taken to get to know the families, which include an induction and key transition points.
- To provide and plan activities, events and initiatives to increase parental engagement and support the involvement of parents/carer in their children's learning, are a regular part of the school's calendar.
- To welcome parents/carer to participate in and contribute to their child's learning.
- To establish and ensure there are clear communication channels between parents/carers and school staff.
- To lead clear and regular communications which should be two-way – via newsletters, text alerts, website and social media.
- To ensure all parents/carer concerns/questions/complaints are responded to swiftly, professionally and with courtesy.
- To take every effort to reduce barriers to understanding information e.g. removing jargon.
- To providing CPD opportunities for school staff that focus on strengthening parent engagement.
- Through parental representation: Where appropriate, parents can express their views and have these considered on policy matters affecting the education of their children.
- To provide "toolkits" to guide parents and provide resources around the most effective ways to support children and young people to learn.
- Parents are enabled to join in the celebration of success in learning, e.g. through open days and sharing assemblies.
- The school encourages community events and activities in a variety of formats held both onsite and offsite the school/college areas.
- A parent ambassador scheme is in place to support the sense of community by bridging the gap between school and community.
- To actively promote liaison between parents, school staff and other agencies, providing advice and support to develop the parent/school partnership and welfare of pupils.
- To act as lead professional in multi-agency team meetings and accurately record these meetings.
- To advise on practical childcare and parenting skills, including how to meet the emotional needs of children.
- Increase involvement of parent/ carers by providing varied activities, events and initiatives to increase parent carer involvement and support engagement with their child's learning, are a regular part of the school's calendar.
- To support attendance at school by providing advice and information to parents, pupils or teachers
- To maintain accurate records of all communications and meetings.
- To ensure the school website always provides current and relevant contact information for families.
- To liaise and support families with transitional times and the admissions process.
- To co-ordinate home/school transport with the PTU at the Local Authority and liaise with PTU, transport providers, parents and staff regarding transport issues as applicable.
- Manage work and student placements and volunteers.
- To run the school's text communication service and relevant social media accounts.
- To be a member of the safeguarding group and to take minutes and record actions of these meetings.
- To be a member of the wider admin team and to provide reception cover and administrative support to the wider admin team and school staff.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the Trust’s pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To adhere to Trust values and behaviours.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

Person Specification:

| | Essential | Desirable | Recruiting method |
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| Education and Training | Attainment of 5 GCSE’s A-C (or equivalent) including English and Maths. | A further qualification at Certificate or Diploma level. DSL/DDSL or level 3 safeguarding trained. Makaton / Augmented Assisted Communication. ICT competency qualification. | Application |
| Skills and Experience | Relevant experience of work with families, including parents, pupils and other professionals and agencies. Exceptional interpersonal skills, communication skills and a commitment to team working. Ability to organise and run positive meetings between parents and pupils. Ability to work in a collaborative way to manage the diverse needs of pupils and families. An understanding of the needs of children and young people. Skills in mediation, negotiation and problem solving. Highly competent ICT skills. | Understanding the needs of children and young people with complex emotional, social, mental health, medical needs and behavioural difficulties. | Application/ Interview |

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| | <p>Competency in using Social Media platforms for promotion of the school.</p> <p>Confident and able to be assertive when necessary.</p> <p>The ability to organise work and to take effective decisions while working under pressure.</p> <p>Chairing and minute taking at multi-agency meetings.</p> | | |
| Specialist Knowledge and Skills | <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Proactive at engaging stakeholders.</p> | <p>Knowledge of inter-agency provision which support schools and families.</p> <p>To be mental health literate.</p> <p>Ability to work to increase the protective factors in the school culture to prevent adverse childhood experiences from becoming mental and physical health problems.</p> | Application/ Interview |
| Behaviours and Values | <p>An understanding of how to respond to children who are vulnerable and in a state of distress in order to help them to develop strategies to improve self-regulation.</p> <p>An understanding of how to work effectively with parents.</p> <p>Able to demonstrate an awareness, understanding and commitment to equal opportunities.</p> <p>Able to work in non-judgemental and empathetic manner.</p> | | Application/ Interview |

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing