

Salary:	NJC Pay Scale
Responsible to:	
Date of Job Description:	May 2022

Purpose of the Role:

- To be an initial point of contact for families in the Mereside Primary area, through home visits and contact within the Academy.
- To encourage and support families to take up Mereside Primary Academy services and activities.
- Work proactively and effectively in collaboration and partnership with parents/carers, other staff and external agencies in the best interests of children.
- To promote and safeguard the welfare of children and young people.
- To support families in accessing learning and development opportunities in school and early years settings.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Specific Duties and Responsibilities:

- To engage with families and encourage and support them to access Mereside Primary Academy core services.
- To build good relationships with local people and their families
- To actively encourage local families, including families moving into the area, to access Mereside Primary Academy.
- To promote the work of Mereside Primary Academy in the community and to other organisations.
- To support Mereside Primary Academy staff, volunteers and staff from partner agencies in delivering core services.
- To support the development of Mereside Primary Academy groups, co-facilitate groups and encourage and motivate people to organise their own groups and activities.
- To develop parent participation and Parents' Forum, in liaison with other Mereside Primary Academy partners, to inform the decision making process of Mereside Primary Academy.
- To maintain confidentiality at all times unless the safety and well being of the children are a matter for concern.
- To work cooperatively with senior members of staff to ensure good practice.
- To contribute to team meetings and to the planning processes and to maintain adequate written records.
- To work as part of the wider Mereside Primary Academy team to ensure that targets are met.
- To carry out some administrative duties including Mereside Primary Academy data collection and reports.
- To attend appropriate training courses.
- To follow the Single Assessment process and make referrals to higher tier intervention in accordance with Mereside Primary Academy Safeguarding Policy.

Other:

- To have professional regard for the ethos, policies and practices of Mereside Primary Academy, and maintain high standards in own attendance and punctuality.