

# Job Description

<b>Job title:</b>	Family Liaison and Wellbeing Officer	<b>Contract Type:</b>	Permanent
<b>Responsible To:</b>	Pastoral AHT	<b>Grade &amp; Spine Point:</b>	Scale 5 £28,228 - £29,553 prorated
<b>Location:</b>	Sir William Borough Primary School (SWB)		

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

### JOB PURPOSE

#### Key Purpose of the Job

1. To provide additional academic and pastoral support for vulnerable children and their families to ensure they are able to fully access the provision available at SWB.

#### Accountabilities

1. To be responsible to the Executive Headteacher and Senior Deputy Headteacher and Governing Body and to participate in the school's performance management.

### **Safeguarding**

1. To be the first port of call for safeguarding concerns.
2. To liaise with Children's Social Care and other outside agencies and professionals to ensure that appropriate responses are taken and support is in place where safeguarding concerns are raised.
3. To attend safeguarding related meetings, internally and externally.
4. To ensure appropriate records, files and minutes are maintained and kept confidentially.

### **Pupil Support (Learning)**

1. To provide learning support for identified individuals and groups of pupils in their normal timetable.
2. To provide additional support for identified individuals and groups of pupils through planned interventions.

### **Pupil Support (Wellbeing)**

1. To work with the attendance team to monitor attendance and punctuality and support families with poor attendance and punctuality.
2. To provide emotional support and mentoring for vulnerable pupils.
3. To provide behavioural support for pupils and monitor the behaviour of key identified pupils.

### **Family Support**

1. To contribute to the planning and running of workshops and groups for parents.
2. To provide guidance and support for families to address issues related to family functioning and parenting skills.
3. To liaise with outside agencies to identify appropriate support to signpost or refer parents to.
4. To support the Senior Leadership Team in communication with parents to foster a positive partnership between home and school.

### **Professional Conduct**

1. Adhere to the SWB Code of Conduct at all times.
2. Be aware of the high profile of SWB and to uphold its standards at all times.
3. Work effectively as a member of a growing team by establishing and maintaining good working relationships and to ensure that care is taken when communicating with others to avoid any unnecessary conflict.
4. Encourage an atmosphere of supportive co-operation and respect.
5. Ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
6. Ensure that punctuality is maintained throughout the day.
7. Manage own workload and plan time effectively.

### **Other Professional Requirements**

1. To provide occasional lesson cover in identified curriculum areas.
2. To contribute to extra-curricular activities for pupils.

3. Undertake other duties as directed by the Executive Headteacher or Senior Deputy Headteacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.

## JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

\_\_\_\_\_ Signed by (Post holder)

\_\_\_\_\_ Signed by (Trust Leader)

# Person Specification

## Job Title

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>GCSEs Maths and English grade C or above, or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Recent experience with Primary-age pupils</li> </ul>	✓	

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Working both as a team member</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Working with outside agencies</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Raising achievement for all pupils</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to Identify pupil and family needs</li> </ul>	✓	
<ul style="list-style-type: none"> <li>act upon effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Communicate both verbally and in writing to a range of audiences</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Make professional use of ICT</li> </ul>	✓	

Personal Attributes	Essential	Desirable
<ul style="list-style-type: none"> <li>Well organised, calm and positive</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Effective team member</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work on own initiative and be flexible in approach</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Have high expectations of all pupils, staff and self</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Promoting parental and local community involvement</li> </ul>	✓	

<ul style="list-style-type: none"><li>• Working as part of a team with teaching and support staff</li></ul>	✓	
<ul style="list-style-type: none"><li>• Furthering your own professional development</li></ul>	✓	
<ul style="list-style-type: none"><li>• Promoting and safeguarding the welfare of children and young people within the school</li></ul>	✓	