

Job Description



Post Title	Family Links Worker
Grade	5
Location	Sidmouth Primary School
Reporting to	Designated Safeguarding Lead

Key Responsibilities

- To promote and safeguard the welfare of children, young people and/ or vulnerable adults.
- Attending and contributing to regular meetings, sharing information as appropriate and liaising with pupils, parents/ carers, school staff and other agencies as necessary to support making informed decisions.
- To maintain accurate records of all principle accountabilities and provide copies of these on request to the appropriate people. To plan, organise and attend informal information sharing meetings with the Senior Leadership Team and other staff as appropriate to share information. To work closely and liaise with other agencies, social services, school nurses, children centers and others.
- To work closely with parents and the local community to focus energy on raising aspiration and achievement.
- To work closely with other schools and organisations to develop effective support networks, share good practice, skills and expertise.
- Promote attendance to improve school attendance and timekeeping by working closely with parents, carers and colleagues, monitoring attendance records and actions and evaluating strategies, developing and modifying action plans, reporting to Assistant Head Teacher, Governors and liaising with attendance Governor.
- To promote and build strong relationships with pupils, parents and families by being available on the playground before and after school, during playtime.
- The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on Thrive, as your employer and you as the employee. In addition to Thrive overall duties, the post holder has personal responsibility for their own work Health and Safety and that of the other employees; additional and more specific responsibilities are identified in the Thrive Health and Safety policy.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	This post directly impacts upon pupils, parents/carers, teachers, support staff, external agencies and business partners to deliver programmes to meet the needs of all families and the school.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	GCSE English and maths, or equivalent	✓		Certificates Application Form
	Team Teach training.		✓	
	Paediatric first aid qualification.	✓		
	Food Hygiene	✓		
	TA NVQ L 2	✓		
Relevant Experience	Some experience of assisting and planning whole school initiatives	✓		Application Form Interview
	Experience of working in a school environment.	✓		
	Experience of using SIMS and CPOMS	✓		
	Experience of analysing data and producing reports.		✓	
Skills (including thinking challenge/ mental demands)	Motivation to work with children and young people and/or vulnerable adults.	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults	✓		
	ICT Skills i.e. graphs, tables, reports and emails.	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	✓		Application Form Interview References
	Knowledge of local arrangements and requirements for Child Protection and Safeguarding and national legislation.	✓		
	Knowledge and understanding of local and national multi-agency working practices.	✓		

Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners, colleagues and children and young people.	✓		Interview References
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	Very good interpersonal skills.	✓		
	Effective communication skills.	✓		
Written Skills	Ability to write succinct, effective and precise reports.	✓		Application Form References
	Effective communication skills.	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced Disclosure from the Criminal Record Bureau.	✓		D B S
	If the post holder requires a CRB disclosure, the candidate is required to declare full details of everything on their criminal record.	✓		Application Form (after short listing)