

Job Title: Family Support Assistant	Pay Scale: PPS8
Normal Place of Work: The Priory Witham Academy	Line Manager: Senior Leader with responsibility for Safeguarding.
Role Summary: To work directly with children in need and their families in the community to promote, strengthen and develop the potential of parents/carers and children to prevent children becoming looked after and/or suffering significant harm. To be involved in preventative work with children and families.	

DUTIES AND RESPONSIBILITIES

- Support in programmes of work with parents/carers and the children, both individually and in groups
- To implement and lead the Local Authority Early Help framework within school to support parents and carers with strategies and empower them to make the best decisions to meet the needs of their children.
- To support the implementation of parental engagement across the whole academy
- To undertake the 6 year safeguarding pathway to develop understanding of early help and the thresholds for safeguarding and challenges families may face for example domestic abuse, child exploitation, modern day slavery.
- Work with families within the Academy and undertake accompanied home visits as necessary
- Work and liaise with other professionals and external agencies
- Keep written records and produce reports as requested, in accordance with policies and procedures
- Assess and promote positive parenting skills and techniques to parents/carers
- Assess and promote the development of children
- Run groups and clubs at the Academy with the support of others to support and develop individuals and families
- Develop links with and utilise the resources of the community
- Attend and participate in meetings, plan and review meetings as required
- Maintain confidentiality and adhere to GDPR guidelines
- Ensure service users are as fully involved as possible with decisions which affect them individually
- Promote equal opportunity and anti-discrimination practices
- Promote an environment in which parents/carers are encouraged to take responsibility for meeting the needs of their children
- To keep up to date with and apply professional conduct and best practice guidance
- Maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage families and professional support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the requirements and responsibilities of this role
- Undertake health and safety duties commensurate with this position

- To promote a positive image of the Academy, building and maintaining constructive relationships

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• External agencies	
• Parents/carers and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Family Support Assistant

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Maths grade (A-C) or equivalent experience	X		AF / Cert
Level 2 IT qualification / experience or equivalent	X		AF / Cert
First aid training or the willingness to achieve the first aid training certificate	X		AF / Cert
Designated Safeguarding Officer		X	AF / Cert
Further relevant qualifications		X	AF/Cert
KNOWLEDGE AND EXPERIENCE			
Experience in the use of IT	X		AF / IV
Experience of supporting groups of students as well as students on a one to one basis	X		AF / IV
Knowledge of child protection and safeguarding		X	AF / IV
Ability to work with confidential and sensitive data	X		AF / IV
Knowledge of the pastoral needs of students and intervention techniques		X	AF / IV
Experience of working in a multi-agency arena		X	AF / IV
Experience of dealing with Safeguarding issues		X	AF / IV
Experience of working in a school or education environment		X	AF / IV
SKILLS AND ABILITIES			
Good interpersonal, organisational and administrative skills	X		AF / IV
Outstanding communication skills in dealing with a wide range of people	X		AF / IV
A high degree of emotional intelligence with the ability to rapidly analyse and evaluate situations and effectively apply de-escalation techniques	X		AF / IV
Working to deadlines and targets	X		AF / IV
Have a flexible approach to ensure demanding targets are met	X		AF / IV
Able to work on own initiative as well as part of a team	X		AF / IV
Professional and responsive attitude towards colleagues and students	X		AF / IV
Ability to influence and communicate effectively with all stakeholders across a wide range of complex issues	X		AF / IV
Knowledge of current procedures for Fixed Penalty Fines, and prosecutions		X	AF/ IV
Knowledge of current procedures for absence and attendance		X	AF/ IV
Fully conversant with safeguarding requirements, legislation, systems and practices at an operational and strategic level		X	AF/ IV
Able to work under pressure to meet specific deadlines		X	AF/ IV
WORKING ARRANGEMENTS			
Full UK driving licence		X	Cert
Willingness to update and adapt skills as required	X		AF/ IV
Ability to work flexibly including student trips and occasional evening work when required	X		AF/ IV
To be proactive and flexible in meeting all SLT requests	X		AF/ IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....

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