



Vale Federation of Schools Job Description

Inspire—Enable—Achieve

School Name:	Stocklake Park School
Position:	Family Support Officer
Salary Range:	Bucks Pay Range 4 – Maternity Cover Fixed Term Contract
Responsible To:	Head of School

The Vale Federation Values

DETERMINATION	Staff are unfailing determined to support pupils in achieving their very best.
EXCELLENCE	Staff have high expectations of themselves and fulfil their role to a standard of excellence.
COURAGE	Staff model having courage and support children's resilience.
TRUST	Staff always act in a trustworthy manner. They are honest and reliable at all times.
KINDNESS	Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff will be positive role models for children.
FRIENDSHIP	Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.
RESPECT	Staff are positive role models at all times and demonstrate their respect for others through their behaviour.
EQUITY	Staff are committed to ensuring that each individual has their needs well met.

Job summary:

- To work with others to achieve the best outcomes for children

Family Wellbeing:

- To improve the life outcomes and opportunities for school-aged children and their families by providing a range of family support interventions and activities (including holiday activities)
- To work as part of a team to deliver focused family support to improve the social, emotional development and health of pupils at the school and their families
- To provide advice and sign posting to enable families to access relevant services
- To improve attendance as Attendance Officer
- Organise and run two week holiday clubs across the schools

Main duties and responsibilities:

- Working preventatively with identified families to provide early intervention, signposting, support and guidance in times of change and stress
- Work directly with children and families, individually and in groups, particularly focusing on parenting skills, behaviour management, play and practical support
- Work with children who are at risk of exclusion from school supporting them and their families
- To raise attendance levels of targeted families
- To work with education providers and secondary schools to support effective transition for vulnerable children and families
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary service
- To work in partnership with teaching staff and other professionals giving advice and support
- To develop a whole school knowledge and understanding of how to support pupils at risk
- To attend meetings, run groups and deliver training as required
- Maintain an up to date knowledge and awareness of current legislation and initiatives related to the role
- To work within an equal opportunities and anti-discriminatory framework
- Responsible for checking emails regularly and keeping up to date with all school and Vale Federation communication

Direct work with children and families:

- To lead the co-ordination of information, advice and guidance services to students and staff of outside agencies such as the Local Authority, social care, family resilience, health professionals and similar support
- Maintain and develop further links with key support agencies in the local community
- Encourage good practise and support of procedures to protect children and vulnerable adults
- Build effective relationships with children and families
- Use a range of initiatives and good practise to support students
- Provided one-to-one support for students as required
- Provide consistent support to all students and be available to them in school
- Initiate support for pupils during lunchtimes to support development of personal, social and emotional skills

- Interact appropriately, sensitively and effectively with all members of the school community and its stakeholders
- Signpost families and refer for support where appropriate
- Establish good working relationships with students, actions as a role model and setting high expectations
- Carry out duties and responsibilities in accordance with Federation's values, mission and vision
- Actively promote and market the school and present a positive image of the school and its activities both within and outside of the school environment
- Undergo any self-development and training as necessary for success in the role
- Carry out any duties at all times in accordance with the school's policies including Equality and Diversity and Health and Safety policies
- Undertake any other responsibilities commensurate with the grade of the post, which the Principal or Head of School may from time to time require
- Provide reports including data to Principal, Governors & LA
- Developing home/school links, to encourage good communication between school and families
- Meeting families new to school and identifying any additional support that may be required
- Attendance at some meetings e.g. Annual Reviews
- Tours of school as required
- Help with parenting skills by providing parenting guidance and support either on a one to one basis or groups
- Providing advice on how to develop and maintain positive discipline
- Helping to improve attendance and late arrivals and late arrivals by monitoring and offering as assistance as Attendance Officer
- Managing pupil attendance and reporting to SLT and Governing Board
- Helping parents to understand EHCP process and SEND issues
- Helping families to access information and benefits
- Practical help and emotional support for families particularly at times of crisis
- Organising meetings and drop-ins at appropriate times and venues to support parents' needs
- Support parents' attendance at appointments with outside agencies and follow up's as appropriate
- Engaging families in activities which support children's learning
- Development of appropriate opportunities for parenting education
- Being aware of and adhere to agreed policies and procedures for Child Protection, Safeguarding and lone working
- Run two week holiday clubs across schools and after school clubs – administration attendance at clubs

Co-ordination and liaison with others:

- Liaise regularly with the senior leadership team and staff nominated by schools
- Attendance at Annual Reviews and other meetings
- Promoting healthy living by liaison with school health workers and ensuring appointments are kept
- Liaison with out of school club leaders to ensure services meet the needs of local families
- Developing links with agencies that provide and promote learning opportunities for parents and carers
- Use effective and efficient record keeping to ensure accurate information is collated (Guidance of Record Keeping Safeguarding & Child Protection March 2012)
- Keep careful and high quality records of meetings and contacts recording actions to be taken using CPOMS
- To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up to date

- To monitor and evaluate the effectiveness of work and providing reports as required
- To identify needs and advocate the development of new work in the area to meet the needs
- Identification and appropriate referral of children in need cases for initial assessment to school's child protection officers
- Liaison with Locality Team Staff
- To attend multi agency, Team around Family and CIN meetings to discuss referrals and agree a work plan as requested

Training:

- Employees are expected to participate in training and professional development in order to meet performance objectives attending any relevant training for the job role

Safeguarding Statement:

The Vale Federation is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff, workers, and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check, and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.

I agree to accept this job description:

Signed:

Print Name:

Date:



The Vale Federation of Schools Person Specification

Inspire, Enable, Achieve

School Name:	Booker Park School/Stocklake Park School
Post:	Family Support Officer

Factors	Essential	Desirable	Assessment Method
Qualifications & Knowledge Base	Relevant childcare, education, social care or health qualification to NVQ Level 3 or equivalent Safeguarding training Secure knowledge and understanding of Keeping Children Safe in Education Understanding of policies and procedures relating to safeguarding, health and safety and behaviour management Thorough knowledge of statutory services and relevant children's legislation especially child protection and safeguarding Good standard of written & spoken English GCSE 's Grade C or above or equivalent, including English Language Valid UK driving licence and use of own car	Training in community work, counselling skills or similar Training in facilitating parenting groups Ability to drive the school minibus	Certificates at interview
Experience	Considerable relevant experience of working with families and	Working within a school environment	Application form References Interview

	<p>delivering effective support for them</p> <p>Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services</p> <p>Ability to set up and deliver programmes of family support work including group work and community activities</p>	<p>Working with children and young people with special educational needs</p> <p>Running parenting programmes and group sessions to support targeted families</p>	
Skills & Abilities	<p>Ability to work with children and families in a variety of settings within school, at home or in the community</p> <p>Ability to take personal responsibility, demonstrate a readiness to reflect and self-evaluate</p> <p>Ability to work on own initiative and be accountable within set boundaries</p> <p>Excellent organisational and time management skills</p> <p>Clear and effective oral and written communication skills including a sensitive approach to children and adults</p> <p>Ability to keep clear, accurate records</p>		Application form Interview

	Be a confident and skilled user of ICT		
People Skills	<p>Ability to work flexibly and supportively with parents and carers</p> <p>Ability to work in partnership with teachers and other professionals</p> <p>Excellent interpersonal skills with the ability to communicate effectively to a wide range of potential audiences</p> <p>Able and willing to speak confidently to a range of audiences</p> <p>Able and willing to work flexibly as part of a team</p> <p>Able to work flexibly and supportively with parents and carers</p> <p>Tactful, diplomatic and sensitive with a good sense of humour</p> <p>Have excellent listening skills and be able to understand the point of view and opinions of others</p>		<p>Application form</p> <p>References</p> <p>Interview</p>
Other Personal Qualities	<p>Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment</p> <p>Be reliable, trustworthy and confidential at all times and able to use judgement in receiving and dealing with sensitive information</p> <p>Ability to manage oneself, including time management</p>		<p>References</p> <p>Interview</p>

	<p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Commitment to self-development and willingness to undertake further training</p>		
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