|  |  |
| --- | --- |
| **SHIPSTON HIGH SCHOOL**  **JOB DESCRIPTION**  **POST: FAMILY SUPPORT OFFICER** | |
| Post Title: | Family Support Officer |
| Purpose: | To lead an impactful, high quality, family support service, to improve outcomes for families and young people by alleviating barriers to learning. To promote Shipston High School values and expectation among the students and tutor team. |
| Hours | 37 Hours per week, Term Time + 1 |
| Reporting to: | Assistant Headteacher (Pastoral) |
| Contract | Fixed Term Contract 1 Academic Year starting September 2025 |
| Grade: | Scale H Point 22, £32,654 Pro Rata (Approx £27930 actual) pending April 2025 pay increase |
| Core tasks and responsibilities: | |
| * To provide high quality, effective, and inclusive structures, processes and practice in supporting families and students, enabling academic, personal social and healthy development of referred students. * To be a point of reference for professionals within and outside of Warwickshire County Council for information and advice on issues affecting families * Liaise between home and school regarding attendance and other issues * Complete home visits, or ‘safe and well’ checks where appropriate * Work collaboratively with the Team Leads to provide effective and comprehensive support for students * Liaise with colleagues to maintain excellent attendance for children of those families who they are working with * Provide proactive liaison between school, home and community, in response to referrals from the Assistant Head Teacher * To work with professional partners including virtual school, MASH and Children’s Social Care Services to support vulnerable families, remove barriers and enable them to access support to meet their needs to achieve greater stability * Offer support and advice to parents and families on a wide variety of subjects including the local offer, parenting, finance and housing, and family issues * Deliver parenting interventions on an individual and group basis * Be an advocate for families to help school understand their needs more clearly * Develop effective intervention strategies for families, based on an understanding of their needs * Work with a range of colleagues including marketing to ensure family support services are signposted * Make referrals and work with other agencies to access support * Provide crisis intervention to families * Work with young people individually as needed * To work proactively with local Primary Schools to provide support for young people and families involved with Social Care Services * Be a lead professional as required in Early Help meetings and other professionals’ meetings (Social Care etc) * The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher. | |
| Closing Date: | Wednesday 2nd July 2025. We withhold the right to close the advert ahead of this time and hold interviews as we receive applications. |

**Family Support Officer: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Qualifications*** | ***Essential*** | ***Desirable*** |
|  | Maths and English GCSE or equivalent | X |  |
|  | Professional qualifications related to children, pastoral care and safeguarding |  | X |
|  | Evidence of Further professional CPD |  | X |
|  |  |  |  |
|  | ***Experience*** |  |  |
|  | Evidence of working with secondary age pupils | X |  |
|  | Evidence of working with families | X |  |
|  | Evidence of positive outcomes for students in your care | X |  |
|  | Evidence of working with external professional and agencies | X |  |
|  |  |  |  |
|  | ***Knowledge and skills*** |  |  |
|  | Ability to work with children with challenging behaviour | X |  |
|  | Ability to work as part of a team | X |  |
|  | Ability to build trusting relationships with children and adults | X |  |
|  | An understanding of safeguarding and child protection and its importance in a school environment | X |  |
|  |  |  |  |
|  | ***Personal attributes*** |  |  |
|  | A satisfactory enhanced Disclosure and Barring Service check | X |  |
|  | Well organised, pro-active and self-motivated | X |  |
|  | High expectations of students, colleagues and of your own work | X |  |
|  | Flexibility, enthusiasm and commitment | X |  |
|  | An excellent attendance record | X |  |
|  | A pragmatic and solutions focussed approach | X |  |
|  | A sense of proportion |  | X |