



## Job Description

<b>Job title:</b>	Family Support Worker – Learner Engagement
<b>Reporting to:</b>	School Leader: Learner Engagement
<b>Manager/Supervises:</b>	None
<b>Salary:</b>	Grade 7
<b>Working Pattern:</b>	37 hours per week, Term Time Only (part time hours may be considered). Monday, Tuesday, Thursday and Friday 8am-4pm Wednesday 8am-3.30pm
<b>Disclosure Level:</b>	Enhanced

### Job Purpose:

To work as part of the Learner Engagement Team to manage and work with identified students in Years 7-11 for whom aspects of the standard curriculum may not be appropriate. As a Family Support Worker, you will work preventatively with vulnerable and/or disadvantaged families and children and the school to provide early intervention, signposting support and guidance.

### Liaising with:

School Leaders, SENCO, Student Support Workers and relevant staff with cross-school responsibilities, external agencies, employers, FE providers

### Main Roles:

- Supervise the learning of students that are educated by way of an alternative curriculum.
- Support teaching staff with students at risk of disengaging from their education and help students and their families appreciate the relevance of education
- Work closely with external agencies including social workers and alternative provision providers to support a student's learning
- Work closely with other Family Support Workers and the Learner Engagement Team to support students in their education, especially the most vulnerable.
- Contribute to the development of alternative curriculum provision

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- Support and encourage students' learning, independence and improve self-confidence through mentoring and observation
- Help students acquire skills they may use when they leave school
- Regular liaison/visits to Alternative Provision settings/work experience placements
- Maintaining regular contact between the school and home as appropriate, establishing constructive links with families/carers, exchanging information, keeping parents informed and facilitating support for their child
- To encourage communication between the school and family, and to ensure good communication with, and between, colleagues in the school. Encourage and support parents to attend meetings in school
- To help families/children access other services, grants and information, working closely with other agencies ensuring that follow-up work is done and all concerned are well informed
- To help improve family relationships and be available for families, especially in crisis situations, and short-term assistance, working closely with the school's Safeguarding Lead and Social Workers
- To carry out home visits to support families/children, providing outreach support to families in line with the school priorities and needs that the school have identified
- Promote healthy living and supporting liaison with medical professionals where required
- Ensuring that record keeping in relation to individual casework and team activities is maintained to the required standard.

#### **Responsibilities:**

- Liaise with colleagues and families to accurately assess students' intervention needs
- Liaise with external agencies, e.g. Adventure Plus, Abingdon and Witney College
- Attend and lead meetings with external agencies including social workers and early help workers
- Lead and maintain EdLounge provision (online learning) as part of the alternative curriculum offer
- Monitor attendance, behaviour, learning and progress of students receiving alternative provision and set targets for improvement on a daily/weekly basis
- Regularly provide feedback to House Leaders relating to attendance, behaviour and progress of students receiving alternative provision
- Liaise with other Family Support Workers around wider support, including attendance interventions and behaviour support
- Establish and develop links with local community, e.g. with local employers
- Communicate and work with families to offer support and guidance as appropriate
- Mentor students
- Complete student progress reviews
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Maintain the highest personal standards through participating in continuing professional development including adhering to the principle of performance management
- To adhere to the ethos of the School and the Trust
  - To promote the agreed vision and aims of the School and the Trust
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents' evenings

- Any other duties as commensurate within the grade in order to ensure that the smooth running of the school

## Person Specification

	Essential	Desirable
<b>Qualifications/Training</b>		
<ul style="list-style-type: none"> <li>• Degree Level Education or Equivalent</li> </ul>		X
<ul style="list-style-type: none"> <li>• Qualifications or evidence of training in relation to supporting students with SEND, vulnerable or disadvantaged learners or students at risk of disengaging with education.</li> </ul>	X	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience working with students of secondary school age</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of working with people from disadvantaged communities and with a wide range of abilities and needs</li> </ul>	X	
<b>Knowledge/Skills</b>		
<ul style="list-style-type: none"> <li>• Full working knowledge of relevant polices/codes of practice such as equality, diversity, anti-discrimination and awareness of relevant legislation</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Understanding of principles of child development and learning processes</li> </ul>		X
<ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>		X
<ul style="list-style-type: none"> <li>• Understanding of safeguarding issues and experience of work with social care</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to forge constructive relationships with hard to reach students and families</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills in formal and informal settings</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Excellent organisational and administrative skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> </ul>	X	
<ul style="list-style-type: none"> <li>• The ability to work part as a team</li> </ul>	X	
<ul style="list-style-type: none"> <li>• A creative, 'can-do' approach to developing resources and opportunities</li> </ul>	X	
<ul style="list-style-type: none"> <li>• A willingness to show initiative</li> </ul>	X	
<ul style="list-style-type: none"> <li>• IT skills</li> </ul>	X	