Academies Trust

Cluster Family Support Worker

Salary / grade range	SCP 7-11 £22,369 - £24,045 – all year round
Locations	Co-op Academy Brownhill, Co-op Academy Leeds, Co-op Academy Nightingale, Co-op Academy Oakwood and Co-op Academy Woodlands
Reports to	Headteacher

Purpose of role: We're looking for a Cluster Family Support Worker to join our brand new Cluster Team working with families attending the Co-op Academies in Leeds.
Someone who will support and challenge our families for some of our most vulnerable students, these vulnerabilities will often involve attendance issues or risk of exclusion. The role will include regular contact with parents, students and other stakeholders including regular home visits. A confident and effective communicator, you'll be relentless in your drive to support our families and improve the engagement at school for our students, thinking outside of the box to support families to overcome barriers, working in partnership with other colleagues and stakeholders across other departments where appropriate.
The ability to assess need, implement effective action, and evaluate outcomes against agreed objectives is essential.

Key accountabilities (and specific duties / responsibilities):

- To be responsible for monitoring and improving the engagement of a targeted cohort of students/families
- To undertake home visits for targeted students/families
- To ensure that accurate records are maintained in relation to all matters relating to the engagement of the targeted cohort
- Collect evidence and keep accurate records for court reports and prepare case notes where needed
- To produce reports and updates as required to key staff, including external agencies
- To liaise with the Academy Leadership Teams and relevant pastoral colleagues
- To attend team meetings
- To carry out focus work with cohorts of referred students from other pastoral teams.
- To maintain links with outside agencies
- To communicate with parents/carers and other agencies as is necessary
- To work where possible to undertake supportive work for transition from year 6-7
- To work with Academies and families to help to strengthen productive relationships that support students to achieve

General

- To contribute to the smooth operation of the Coop Cluster Team through clear communication and effective record keeping

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications • GCSE or equivalent in Maths and English at Grade 4 or equivalent • A full and clean driving license		I, A
Experience • Working with young people • Working with families • Record keeping • Experience of working in a school safeguarding team or another relevant area • Experience of school management information systems • Liaison with external agencies	 Desirable Desirable Desirable	I, A
Skills, Ability, Knowledge • Safeguarding issues • Safeguarding legislation	 Desirable	I, A

• Secondary & Primary education knowledge • Excellent organisational and administrative skills • Excellent oral and written communication skills • Excellent ICT skills • Ability to forge relationships • Ability to prioritise workload and organise own time • Accuracy and attention to detail		
Personal Qualities • Excellent attendance record • Flexible and adaptable • Able to use initiative • Good team leader and team member • Excellent role model • Willingness to participate in the wider life of the Academy • A commitment to personal professional development • A method of transport to be able to move across sites and to conduct home visits	Desirable	I/A

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.