

Support & Family Engagement

Job description and person specification

Redgate Primary Academy

Job description

Post title: Support & Family Engagement Advisor
Salary: Grade 5
Position: 27 hours per week, Term Time Only, Monday - Friday
Reports to: Principal

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To develop good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities.

To be proactive and inclusive in identifying needs, and support children and families with information, advice and guidance.

To investigate concerns raised by parents, children and teachers as agreed by and in consultation with the Principal.

To provide support relating to Safeguarding and SEND, working with the Safeguarding Team.

To liaise with outside agencies as appropriate being an ambassador for our children, our academy and our community.

To work under the guidance of the teaching staff and leadership team to implement the agreed academy curriculum.

To provide cover for PPA and short-term absences and to support children with their reading.

Main duties and responsibilities

- Establish and foster good relationships with all parents/carers of children at the school.
- Actively seek ways to engage parents in the life of the school and their child/children's education.
- Actively promote the family support services provided by school.
- Promote the self-esteem of parents/carers, help them communicate openly and provide good parenting. Discuss, when necessary, in a confidential manner, difficulties at home and signpost them to appropriate support.
- Support inclusive practice, focusing work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families.
- Liaise with class teacher and, if necessary, DSLs, Principal and other agencies regarding issues that have arisen during the week and how to help and support the child and family move forward. Also to be involved with necessary referrals and subsequent meetings.
- Understand and consequently support parents to understand and value and impact of good attendance for their child.
- Work alongside other staff to investigate and discuss reasons for non-attendance, maintaining communication with parents and minimising absences.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of and share services that parents might be signposted to.
- Complete referrals to agencies with families in order to assist them in seeking the most appropriate support.
- Act as a point of contact in school for families in need of support.
- Maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning.
- Maintain record keeping in accordance with the policies and procedures in place in school, including case studies for children/families receiving support.
- Identify potential training opportunities relevant to role and participate in directed and blanket training opportunities.
- Planning and delivery of lessons for classes.
- Daily reading with children on a 1:1 basis.
- Assisting in preparing the learning environment and the materials used therein.
- Provide feedback to children.
- Feedback to class teacher after sessions.
- Support class teachers with assessment of the children.
- Dealing with any immediate problems or emergencies according to academy's policies and procedures.

- Working with individuals and groups in or out of the classroom.
- Recording and reporting attendance in accordance with academy policy.
- To implement the academy behaviour policy to support the children.
- To report any incidents on the MyAcademy app and feedback to the class teacher.
- To support children with their emotional and sensory needs

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our children to meet the highest possible standards, and we recognise that all our staff have a role in improving outcomes for children.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Educational achievement sufficient to support clear reporting & presentation skills	✓		Application form
Recognised Level 3 Qualification (Education or Health & Social Care related)	✓		
GCSE C grade or grade 4 or above in English and Maths	✓		
Educational achievement sufficient to support clear reporting & presentation skills	✓		
Knowledge on supporting children with reading		✓	
Knowledge and understanding			
Genuinely care for the wellbeing of children, parents and families	✓		Application form
Desire to support/develop parents and families	✓		
Be approachable and have empathy with people in a range of circumstances	✓		
Excellent communication, listening and observation skills	✓		Interview
Ability to work confidentially and independently with minimal supervision	✓		Portfolio of work
Work flexibly and manage own time to best effect	✓		
Commitment to the safeguarding and welfare of all children and providing equality of opportunity	✓		References
Clear speaking voice	✓		
Proficiency in using IT equipment including a laptop, smartboard, iPad	✓		
Experience of delivering teaching sessions		✓	
Experience of planning teaching sessions		✓	
Skills and attributes			
Shows commitment to a supportive, coaching culture	✓		Interview
Commitment to ongoing personal and professional development	✓		
Ability to relate to all levels of staff and children	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Effective and systematic behaviour management, in line with academy expectations	✓		
Work effectively alone and as a part of a team	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		

Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		Pre-employment checks
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