

Post title: Family Engagement Officer

Grade: Grade 6 NJC06 to NJC11



Hours: 21 hours per week
8.30a.m – 4.00p.m (minus 30 mins per day for lunch) Term time only + 5 training days

Line manager/s: Designated Safeguarding lead/ Headteacher

Main Purpose of the Job:

- To provide effective pastoral support for vulnerable children, young people, young adults and their families.
- Ensuring the physical, social and emotional wellbeing of the pupils and their families is secured in order to reduce the barriers to achievement and attainment.
- The post holder will also have key responsibilities linked to the School Improvement Plan with emphasis on supporting pupils and families.

Key Duties and Responsibilities

- Work alongside the Designated Safeguarding lead/ Headteacher and school staff to identify pupils in need of pastoral support.
- Work directly with the pupils and their families to establish and implement an effective Pastoral Support Plan.
- Monitor and review Pastoral Support Plans and report on progress to the Designated Safeguarding lead/ Headteacher on a regular basis.
- Increase parental engagement.
- Establish and maintain supportive relationships with staff and parents with the clear aim of providing the most appropriate support for identified pupils.
- Promote multi-disciplinary team working.
- Instigate, chair and/or attend relevant meetings to ensure that parents, school and external agencies are working effectively and in partnership in the best interests of the pupil.
- Maintain records to demonstrate the positive impact of pastoral support.

Child Protection:

- Lead Team around the Child/Family meetings and manage confidential records.
- Liaise with parents/carers (often in very sensitive cases).
- Support the LAC Teacher with provision for Looked After Children.

Welfare:

- Establish and maintain constructive relationships with parents and families.
- Support the admissions process for all new pupils and their families.
- To act as the Lead on Early Help cases as and when the need arises.
- To arrange and chair Early Help meetings and upload relevant information to children and young peoples' plans
- To work with multi-agencies to ensure all pupils holistic needs are adequately met.
- To act as a point of contact in school for families in need of support.
- To sign-post families and refer for support where appropriate.
- To build effective relationships with families.
- To conduct home visits for young people and families.
- To maintain regular contact with families of children receiving support to encourage positive family involvement in their child's learning.
- To support families in multi-agency meetings.
- To provide training to parents using informal programmes and formal programmes in conjunction with partner services and external agencies.

Other Duties:

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder.
- To have professional regard for the ethos, policies and practices of the school(s) in which you support, and maintain high standards in your own attendance and punctuality.

Equal Opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

| | | Essential | Desirable |
|---|--|-----------|-----------|
| Qualifications, Skills & Knowledge | Minimum Maths & English GCSE (A*-C) or equivalent | • | |
| Experience | Commitment to and understanding of inclusion. | • | |
| | Experience of working closely in a team | • | |
| | Knowledge of and /or experience of using strategies to support vulnerable pupils | | • |
| | Ability to support the implementation of strategies suggested by external agencies and ability to review effectiveness of strategies being used. | • | |
| | Ability to work with parents/carers in the best interests of the child and that of other children in the family/class. | • | |
| | Ability to work in partnership with Class Teachers, Senior Management Team, external agencies and MAT specialist staff. | • | |
| | Experience of working with children and young people with Special Educational Needs and Disabilities | | • |
| | Level 3 Safeguarding Training | | • |
| Thinking Ability | Ability to plan effective personalised support using research informed strategies and programmes. | • | |
| | Use initiative when working, see things that could be improved | • | |
| | Effective interpersonal/communication skills. | • | |
| | Effective organisational skills | • | |
| | Analytical skills e.g. spotting patterns in attendance and addressing these effectively. | | • |
| Personal Effectiveness | Enjoy working with children and their family. | • | |
| | Warm and approachable. | • | |
| | Flexible in attitude and thinking. | • | |
| | Commitment to pupil well-being, safeguarding and child protection. | • | |
| | Excellent communicator. | • | |
| | Committed to providing the best for children. | • | |
| | Resilient | • | |
| | Understanding of need for confidentiality. | • | |

| | | Essential | Desirable |
|----------------|--|-----------|-----------|
| | A 'whatever it takes' attitude to secure the best possible outcomes for pupils | | • |
| General | The flexibility to meet the full range of job requirements. | • | |
| | A commitment to safeguarding and promoting the welfare of children and young people | • | |
| | Commitment to the school's aims and values. | • | |
| | Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner. | • | |
| | An understanding of and commitment to equal opportunities. | • | |
| | No serious health problems that will likely impair or impact on job performance. | • | |
| | Good attendance record in current employment (not including absences resulting from a disability). | • | |
| | To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks | • | |
| | Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines. | • | |
| | Full, valid UK driving license. | • | |