



Job Description

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| Job Title: | Specialist Family & Student Support Practitioner |
| Location: | Esteem Multi-Academy Trust Central Head Office |

Job Description

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| Job Title | Specialist FASST (Early Help) Practitioner with a focus on Healthy Relationships |
| Location: | Esteem Multi-Academy Trust - Central Head Office is based at Lake View Drive, Sherwood Park, NG15 0DT (this is just the central team office and not the base you will be working from). This role is a community based peripatetic role. Specialist FASST Practitioner – the majority of referrals will come from Amber Valley, Staffordshire, South Derbyshire, Worcestershire and Derby City. |
| Hours per week: | 37 hours per week, term time only |
| Weeks worked per year: | 39 weeks |
| Reporting to: | Senior FASST Practitioner |
| Salary Scale: | Grade 09 Points 16-19, Actual Salary £27,816 – £30,175 per annum |

Main purpose of Role

- To effectively assess the needs of the young people and families allocated to their case load
- To provide targeted support to referred families and young people by delivering coordinated, time limited, outcome focused and high-quality interventions and support
- To ensure the voice of the child and family are actively sought and included in all planning, intervention and outcome
- To support the academies within their geographical area and across the MAT by developing a SME and a local expertise
- Engage fully in all Quality Assurance and Development opportunities to assure the service we are delivering now is of high quality and that we continue to deliver the right support at the right time; to young people, families, Esteem academies and other stakeholders
- To ensure that appropriate information is shared with all stakeholders, effectively, efficiently and within established expectations

Principal Accountabilities:

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| Main Duties | <ul style="list-style-type: none"> • Deputising in the absence of the Senior Practitioner and having the knowledge, skills and confidence to support these aspects within Esteem, as part of a wider School Improvement offer. • Assess and identify levels of risk, vulnerability and safeguarding need using prescribed assessment tools, operating within agreed models and in line with agreed frameworks and protection plans, ensuring that the pupil's or families' voice is captured throughout the whole |
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assessment and intervention process.

- To lead or support academies to 'step up' to a more specialist service if required.
- To support families and young people who are 'stepped down' to embed the positive steps they have made working with a specialist service.
- Design and deliver targeted activity working either on a 1-1 basis or in groups using a holistic approach.
- Effectively manage and progress a caseload to achieve positive outcomes based on a solution focussed approach.
- Participate in conferences, reviews, meetings and other forums as required to engage, empower and enable positive steps towards change.
- Deliver protective, supportive and needs led plans in line with case management standards, record all agreed steps to closure and manage cases within the prescribed time limits.
- Signpost parents to activities within the community to build resilience within the family.
- Increase parent/carer engagement to strengthen family relationships and support children's education.
- Develop highly effective communication skills that ensure the voice of the child and family are sought and included in decision making.
- Where required and appropriate, advocate on behalf of the young person or family in a range of forums with a range of professionals.
- Ensure stakeholder feedback is sought and used to assess the impact of the intervention.
- Ensure that you effectively develop your skills and knowledge, in Early Help practice, your identified area of subject matter expertise and your identified locality.
- Share this information across a range of stakeholders and service users using a variety of platforms.
- Develop and utilise appropriate marketing techniques and platforms to promote awareness of the service and represent the service at events as required.
- Follow all appropriate quality assurance frameworks, legislation, regulations, policies and procedures, which are central to good practice.
- Engage with the development of the Early Help Service and Continued Professional Development through service meetings, events and supporting raising awareness sessions across the MAT on key and emerging issues.

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| | <ul style="list-style-type: none"> • Maintain accurate records of all assessments, plans, actions, reviews, and outcomes using specified systems. • Work co-operatively with colleagues and partners to share information, ensuring a joined-up approach. • Use IT systems to evidence change through recording and maintaining accurate case notes, family interactions and other records in line with policies and procedures. • Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 2018 and GDPR legislation. |
| Responsible for: | <ul style="list-style-type: none"> • Supporting young people and families allocated to their case load. • Direct support to Leadership in key Schools around Early Help. • Direct support across the Trust in the identified area of Subject Matter Expertise. • Ensuring Compliance with GDPR requirements. |
| Liaising with: | <ul style="list-style-type: none"> • Headteachers • FASST Colleagues • Family Support/Liaison staff within academies • Local authority safeguarding, education and social care services • Other agencies – public, voluntary and community sector |
| Disclosure level: | Enhanced |
| Other General Requirements | <ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT |

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

| Criteria | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> Minimum of level 3 qualification in one of the following: childcare, community work, advice and guidance, education, health, social care, youth work | |
| Experience | <ul style="list-style-type: none"> Practical and procedural experience of delivering support to young people and families in a relevant service area Mentoring, advisory work, coaching and problem-solving with young people and families Experience of safeguarding practices and procedures Designing and delivering targeted 1-1 or group activities to achieve agreed outcomes Identifying levels of risk, vulnerability and needs Full, clean driving licence Current working knowledge of the provision and services in South Derbyshire / East Staffordshire area | <ul style="list-style-type: none"> Developing case management plans based on prescribed assessments Working with/in the special school and/or alternative provision sectors Experience of behaviour management techniques and practices Experience of supporting young people and families that may display challenging and anti-social behaviour |
| Knowledge | <ul style="list-style-type: none"> A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours Procedural and policy knowledge related to assessments, case management and safeguarding Knowledge and awareness of issues which may have an impact on families whose children attend special schools or alternative provision | <ul style="list-style-type: none"> Knowledge of local support services and provision – public, private and voluntary sector – that can be accessed by children, young people and their families at special schools and alternative provision |

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| | <ul style="list-style-type: none"> • Knowledge of the processes, agencies and legislation related to children and young people attending special schools or alternative provision • Interested in Healthy Relationships for SME | |
| Abilities | <ul style="list-style-type: none"> • Ability to assess, design and deliver activity within the MAT early help offer as the main point of contact • Ability to manage casework and use case management methodologies • Excellent interpersonal and communication skills with the ability to demonstrate empathy, be non-judgemental and build trust • Accurate record-keeping and the ability to use IT systems to support efficient and organised working • Ability to work as part of a team delivering a co-ordinated response • Personal energy and resilience in the face of challenge • Ability and willingness to work flexibly, travel and work occasionally into an evening | |

Signed:

Date: