



Job Description

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

- Working with those not attending to ensure that they return to school or fully access appropriate provision
- Supervise the learning of students that are educated by way of an appropriate curriculum.
- Support teaching staff with students at risk of disengaging from their education and help students and their families appreciate the relevance of education
- Contribute to the development of appropriate curriculum provision
- Support and encourage students' learning
- Help students participate fully in school life

Church Green, Witney, Oxfordshire OX28 4AX

Tel 01993 703955 Email office.4050@henrybox.oxon.sch.uk www.henrybox.oxon.sch.uk

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- Promote independence and improve self-esteem and self-confidence
- Help students acquire skills they may use when they leave school
- Liaison/visits to Appropriate 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 parents understand SEND processes/other SEN issues
- 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. Cogges Farm, Abingdon and Witney College, Windrush Bike Project
- Lead and maintain online learning as part of the appropriate curriculum offer
- Monitor attendance, behaviour, learning and progress of students receiving appropriate provision and set targets for improvement on a daily/weekly basis
- 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 & 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
Qualifications/Training		
<ul style="list-style-type: none"> Degree Level Education or Equivalent 	X	
<ul style="list-style-type: none"> Qualifications or evidence of training in relation to supporting students with SEND, vulnerable or disadvantaged learners or students at risk of disengaging with education. 	X	
Experience		
<ul style="list-style-type: none"> Experience working with students of secondary school age 	X	
<ul style="list-style-type: none"> Experience of working with people from disadvantaged communities and with a wide range of abilities and needs 	X	
Knowledge/Skills		
<ul style="list-style-type: none"> Full working knowledge of relevant polices/codes of practice such as equality, diversity, anti-discrimination and awareness of relevant legislation 	X	
<ul style="list-style-type: none"> Understanding of principles of child development and learning processes 		X
<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities 		X
<ul style="list-style-type: none"> Understanding of safeguarding issues and experience of work with social care 	X	
<ul style="list-style-type: none"> Ability to forge constructive relationships with hard to reach students and families 	X	
<ul style="list-style-type: none"> Excellent communication and interpersonal skills in formal and informal settings 	X	
<ul style="list-style-type: none"> Excellent organisational and administrative skills 	X	
<ul style="list-style-type: none"> Ability to maintain confidentiality 	X	
<ul style="list-style-type: none"> The ability to work part as a team 	X	
<ul style="list-style-type: none"> A creative, 'can-do' approach to developing resources and opportunities 	X	
<ul style="list-style-type: none"> A willingness to show initiative 	X	
<ul style="list-style-type: none"> IT skills 	X	