



## **JOB DESCRIPTION**

<b>Job Title:</b>	Family Intervention Officer
<b>Responsible to:</b>	Deputy Headteacher
<b>Grade:</b>	Future Schools Trust Scheme 8
<b>Contract:</b>	Full time, permanent, term time plus four weeks.

### **1. Purpose**

Parental influences have a powerful effect upon children's attitudes, achievements and life outcomes. The role of the Family Intervention Officer is to assist in tackling underachievement by working in partnership with families, parents, career's and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation.

The Family Intervention Officer works directly with parents in a non-judgmental way, empowering them and their families to get the most out of the educational opportunities available.

The Family Intervention Officer will focus and work on preventative and early intervention activities.

### **2. Accountabilities**

- Liaise with internal and external agencies, families and pupils to improve attendance and reduce Persistent Absence and FTE and maintain the wellbeing of all sub groups
- Liaise with outside agencies and attend and contribute to meetings, including gathering and requesting information
- Work closely with parents to support with pupil attendance, behaviour, routines and boundaries (to include home visits, call, letter, meetings) and encourage parental involvement within the Academy
- As Safeguarding lead, contribute to the work of the Safeguarding team
- Create and manage detailed reports to use with internal groups and external agencies
- Liaise with all relevant parties and follow Academy policy with regards to Safeguarding
- Liaise with internal parties to collect, share and monitor attendance, behaviour, routines and boundaries (including contributing to inclusion panel and pastoral meetings)
- Work alongside the attendance team to analyse and identify pupils and interventions including supporting strategies and initiatives for rewarding whole school attendance
- Work closely with target groups and monitor attendance and academic progress
- Main point of contact for all IYCA and IYFA. Monitor attendance and behaviour and arrange follow up and review meetings to ensure that pupils are able to progress in all areas in line with their peers
- Work closely with target groups to ensure full participation in school life
- Liaise with primary schools and colleges and other agencies to support smooth transition to onward routes



- Maintain and upload to Kelsi penalty notice applications and reduced time table referrals
- Process requests from parents including EHE and holiday and liaise with relevant internal and external parties
- Identify CME pupils, and complete the referral form
- To keep up to date with legislations regarding safeguarding concerns and to maintain level 3 training.
- To continue professional development and keep up to date with the latest inclusion strategies and local authority referral processes
- To cover reception duties as and when required during school holidays, such as sending letters and answering phones
- To send a variety of attendance letters to parents, including whole school attendance letters at the end of each term, weekly bulletins and an annual newsletter
- To apply for Penalty notices on behalf of the school, or refer to the Attendance Service for a prosecution where necessary
- To keep up to date with knowledge of attendance legislation as directed by the DFE and Local Authority

### **3. Person Specification**

- Experience of working with children of relevant age.
- Knowledge and understanding of effective parenting strategies
- Good Standard of Education
- Excellent interpersonal skills, both verbal and written
- Previous experience of working within a supported learning environment
- Previous experience of working within a school would be advantageous
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others
- Understanding of relevant policies, codes of practice, legislation
- Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment.
- Experience of ICT support including the use of Microsoft Office would be very useful although not essential
- Safeguarding training completed or willingness to complete this.
- Currently holds a first aid certificate or willingness to complete first aid training.

### **4. Organisation**

The post holder will be line managed by the Acting Deputy Head.

### **5. Financial Accountabilities**

None

### **6. Working Environment**

Academy based.



# New Line Learning Academy

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So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.