



FROGMORE

COMMUNITY COLLEGE



CHILD & FAMILY SUPPORT WORKER

CANDIDATE INFORMATION



WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role of Child and Family Support Worker at Frogmore Community College.

At Frogmore, we believe that everyone can flourish, given the right environment, support and challenge. As a relatively small school, with 716 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in February 2022, stating: "The school is a happy and friendly place to learn. Pupils say they feel that they belong to the 'Frogmore family'. They feel well supported and cared for by staff."

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Regular and supportive line management, coupled with high levels of professional trust, mean that our exceptional team of middle leaders are proactively engaged in driving the school forward. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

We are seeking a Child and Family Support Worker who will go above and beyond to support our students to be able to thrive, both throughout their time with us and into their future adult lives. You will have an unwavering commitment to safeguarding students and will help the school to do whatever it takes to make sure that every child is protected from harm. You will also recognise the importance of providing support for families and will be proactive in signposting the support available to those families in most need.

You will be joining a strong and collegiate school that has achieved great outcomes for pupils. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community. We actively encourage colleagues to embrace their professional growth and you will be supported, through dedicated line management, to continually develop your practice.

Frogmore Community College is a happy and supportive place to work. We are proud of our school and are always excited by the opportunity to welcome new staff into our 'Frogmore Family'. We know that working in education is a demanding job. At Frogmore, we pride ourselves on championing staff well-being. We understand that our colleagues are our greatest asset. We offer all support staff the opportunity to take up five days unpaid annual leave, which can be taken as half days, to enable them to do something fun. We provide free tea and coffee in our recently refurbished staffroom and we have a wellbeing day in November, where staff don't come into school. Every half term staff are nominated anonymously by their peers as 'colleague of the half term' to celebrate their contribution to our school. We enjoy celebrating our successes.

I actively encourage you to visit us for an informal tour. You will get a much better sense of who we are and what we are about. To arrange this, please contact reception on 01252 408444.

I hope you are excited by the prospect of joining us and I very much look forward to receiving your completed application.

Yours faithfully

Chris Vaudin

Headteacher

Job Description for Child and Family Support Worker

Role Title	Child and Family Support Worker
Role Purpose	<ul style="list-style-type: none"> To be the lead professional in all matters regarding safeguarding, child protection, children's safety and wellbeing To fulfil the role of Assistant Designated Safeguarding Lead, handling disclosures made by children To maintain the child protection records To be the first point of contact for Children's Services in all cases, managing referrals and attending inter-agency meetings, including Child Protection Conferences To provide pastoral support to students To support vulnerable children at key transition points To coordinate the receiving and passing on of CP information at key transition times To prepare reports and data for the leadership team and governors on the impact of interventions for students as required To signpost children and parents to additional support and maintain effective links with external agencies to secure the support that children and/or their families need To keep up to date on the range of agencies working locally providing services to which children/parents might be signposted To support inclusive practice by focusing work on preventative and early intervention activities with vulnerable children and families To liaise with health professionals, including local GP surgeries and CAMHS, to ensure wider needs are met and promote good information sharing To liaise with the school Inclusion Support Champions and ELSA and FEIPS counsellor to identify students who need support To establish and foster good relationships with all parents/carers of children at the school To lead the student peer mentoring programme, including arranging transition visits to primary schools To contribute to the school's curricular programme to help educate students on wellbeing and how to make safe and healthy decisions To contribute to improving outcomes for all students To work collaboratively within the support staff team and across the school To liaise closely/daily with the pastoral team, the school's SENCO, DSL and/or Headteacher to ensure all stakeholders are aware of student and family pastoral needs To communicate with students' teachers about their pastoral needs, exercising excellent judgement over the balance between confidentiality and 'need to know'
Reporting To	Assistant Headteacher: Inclusion
Working Time	Part Time – 37 hours per week, 40 weeks per year
Salary/Grade	Hampshire Support Staff Grade E
Disclosure Level	Enhanced

Organisation



Other Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none"> • Be fully committed to safeguarding and promoting the welfare of children • Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. • To attend all Safeguarding and Child Protection statutory training, as required • Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times • Demonstrate empathy and kindness towards students and fellow staff
Confidentiality	<ul style="list-style-type: none"> • All matters relating to children's and families' health and personal affairs are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Disciplinary action, including dismissal, will be taken against any employee contravening this regulation. All staff are expected to respect the requirements under the Data Protection Act 1984, and its subsequent amendments.
Operational/ Strategic Planning	<ul style="list-style-type: none"> • Contribute to whole school planning activities, including interventions
Professional Development	<ul style="list-style-type: none"> • Take part in the school's staff development programme by participating in arrangements for further training and professional development • Continue personal development in relevant areas • Engage actively in the Individual Performance Planning process
Quality Assurance	<ul style="list-style-type: none"> • Contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information	<ul style="list-style-type: none"> • Maintain appropriate records and provide relevant accurate and up-to-date information for monitoring purposes
Communications	<ul style="list-style-type: none"> • Communicate effectively with the parents/carers of students, as appropriate • Where appropriate, communicate and co-operate with persons or bodies outside the school • Follow agreed policies for communications within and across the cluster schools
Marketing and Liaison	<ul style="list-style-type: none"> • Take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools • Contribute to the development of effective links with external agencies
Management of Resources	<ul style="list-style-type: none"> • To assist the Assistant Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students
Health & Safety	<ul style="list-style-type: none"> • In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Co-operate with the school to enable the school to perform or comply with its duties under statutory health and safety provisions. • All employees are required to participate in the schools' accident/incident reporting systems and to comply with procedures and techniques for managing risks.

Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone, or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Frogmore Community College 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.

Person Specification – Child and Family Support Worker

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

QUALIFICATIONS

Good standard of general qualifications	Essential	App/Checking at interview
Commitment to further professional development	Essential	App
First aid qualification	Desirable	App
Further qualification in a related area	Desirable	App

EXPERIENCE, KNOWLEDGE AND SKILLS

Relevant experience in social care, education or health	Essential	App/SP/Ref
Working knowledge of safeguarding procedures including liaising with Children's Services and other agencies	Essential	App/SP/Ref
Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour	Essential	App/SP/Ref
Ability to demonstrate a person centred commitment, valuing diversity and demonstrating respect for the language, religion and cultures of others	Essential	App/SP/Ref
Ability to work with degrees of risk, change and conflict and to identify personal stress levels, seeking advice and support when necessary, within and outside personal supervision	Essential	App/SP/Ref
Some experience of working with vulnerable children and/or their families	Essential	App/SP/Ref
Ability to provide support to children and families of a developmental and empowering nature	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref
Some flexibility to work outside normal office hours when required	Desirable	App/SP/Ref

PERSONAL & PROFESSIONAL QUALITIES

Self-Awareness: Emotional self-awareness; accurate self-assessment	Essential	SP
Social Awareness: Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
Self-management: Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
Relationship Management: Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP



SPECIAL WORKING CONDITIONS

To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP
Work in ways that promote equality of opportunity, participation, diversity and responsibility	Essential	SP



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