



David Ross Education Trust  
Broadening Horizons

# JOB DESCRIPTION

Job Title: **Family Support Worker**

Location:

**Kings Heath Primary Academy**

## **Job Purpose:**

To be an effective Family Support worker who supports and all families to ensure students are successful.

## **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

Assistant Principal

## **Grade:**

NJC08

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ The Family Support Worker works under the leadership of the Assistant principal. The successful person will play a vital role in contributing to the culture, ethos, and wellbeing of the whole Academy, by working closely with families to remove student barriers to learning or attending.
- ★ To drive and raise attendance which is critical to our school's positive outcome.
- ★ Monitor and provide continued support for students for whom transition is challenging, including liaison with parents, carers, relevant Kings Heath Primary Academy staff and external agencies.
- ★ Organise inductions for mid-year admissions, support students during first full term.

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Develop parental engagement especially with 'Yet to engage' parents.
- ★ Signpost parents to suitable supporting agencies – support with referral processes.
- ★ Coordinate and where applicable deliver support programmes for parents.
- ★ Undertake home visits to support attendance and welfare.
- ★ Liaise with a range of outside agencies as appropriate.
- ★ Attend Early Help forums/Locality Forum.
- ★ Act to support with EHAs within the Academy.

## ACADEMY LEVEL

- ★ Work in conjunction with DSL team and Pastoral team to ensure safety of nonattending students.
- ★ Identify and raise awareness in attendance data (For example; patterns of absence) with relevant stakeholders, e.g: SENCO.
- ★ Attend meetings directed by the Assistant Principal for Pastoral.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Good Standard of education at GCSE Level or Equivalent (5 x A-C inc. Eng/Maths)	<input type="checkbox"/>		
★ Safeguarding qualification	<input type="checkbox"/>		
Experience			
★ Experience of Working in an administrative role	<input type="checkbox"/>		
★ Meet HLTA standards or equivalent qualification or experience	<input type="checkbox"/>		
★ A minimum of two years' experience of working with children (either paid or unpaid capacity), preferably in an education setting	<input type="checkbox"/>		
★ Experience of Using Computerised Admin systems	<input type="checkbox"/>		
Skills and Knowledge			
★ An understanding of how to handle sensitive data of a confidential nature	<input type="checkbox"/>		
★ Understanding of the main challenges for pupils in the secondary sector	<input type="checkbox"/>		
★ Awareness of inclusion within a school setting	<input type="checkbox"/>		
★ Experience of working with families/carers including delivery of support programmes.	<input type="checkbox"/>		
★ The ability to handle pressure and to prioritise tasks to meet deadlines	<input type="checkbox"/>		
★ Holds UK Driving Licence and may need Business insurance to be able to do FDR's	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Qualities and Ethos			
★ The ability to communicate effectively with a wide range of individuals and groups both verbally and written.	□		
★ Able to take an authoritarian approach to situation	□		
★ Ability to work effectively as part of a team but also to work using your own initiative	□		
★ Able to adopt a supportive and empathetic approach to students	□		
★ Ability to cope with unexpected situations	□		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy 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.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***