



City of Derby Academy

Family Support Worker

37 hours per week, 52 weeks per year

The City of Derby Academy is seeking to appoint an enthusiastic, supportive and well organised person to work alongside a team of dedicated support staff, providing a professional frontline service to students, parents and visitors, and be responsible for all aspects of pupil attendance.

It is necessary for the jobholder to have previous experience of working with secondary school age children and their families, have excellent communication skills, be organised, able to meet strict deadlines, to work on their own initiative and have attention to detail.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of QEGSMAT community at the City of Derby Academy, please visit www.qegsmat.com where you will also find the job description and application forms. Alternately, you can contact us at hr@qegsmat.com.

To apply for this position please email all completed application forms to hr@qegsmat.com.

Closing date for applications: Monday 12th November 2018 noon

Interview date: Thursday 22nd November 2018

Salary: Scale 5 – (£21,074 - £23,111)

Start date: To be discussed at the interview



JOB DESCRIPTION

Post Title: Family Support Worker

Responsible to: Deputy Headteacher/Assistant Headteacher

Scale: Scale 5

Weeks Per Annum: 52

Post Objectives:

To provide both proactive and reactive support to young people and their families, to ensure that they attend regularly and are successful in school. To mentor vulnerable students addressing issues either at home or school. Create, implement and review intervention plans which will include working with a range of internal and external agencies.

Duties and Responsibilities:

Support to Students, Staff and Parents/Carers

- Provide a supportive service to families and young people in a sensitive manner that reflects the School's ethos, equal opportunities and inclusion policies;
- Build and maintain a positive, supportive relationship with students, parents and carers, monitoring student attendance and punctuality contacting home when required, liaising with the Educational Welfare Officer and pastoral staff;
- Identify and intervene with students who are persistently absent;
- Visit, signpost and support families to appropriate community resources and work in partnership with external agencies including, MAT, Social Care, CAMHS, Health, Police;
- Provide individual and/or group activities aimed at addressing students and parents needs/issues such as communication skills, anger management, conflict resolution; to raise self-esteem, promote resilience and encourage active, positive participation in school life;
- Plan and lead mentoring support programmes to groups of students both during and out of term time;
- Work proactively with eligible students of all abilities;
- Establish and run appropriate drop-ins, clubs, courses for parents and students both during and out of term time;
- Provide a point of contact for identified students and families during school holidays;

- Facilitate positive links between parents and school staff and to offer support to parents when contacting and visiting school, including meetings in and out of school;
- Attend relevant training sessions to assist students' personal development and skill acquisition;
- Attend school meetings as and when appropriate.

Support to Organisation

- Maintain individual students' records, logs, assessments and pastoral information and provide reports;
- Contribute to the development of services through innovative ideas and sharing examples of good practice;
- Work with nominated members of staff and services in the identification of vulnerable students in planning and providing a coordinated support programme;
- To attend appropriate meetings with other professionals to agree, monitor and review SBIPs [Student Behaviour Intervention Plan] for students and families.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Attend and participate in relevant meetings as required;
- Assist with student needs as appropriate during the day;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
- Understand and comply with all other relevant school policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION

Family Support Worker

	ESSENTIAL	DESIRABLE
Qualifications	GCSE English and Maths A* - C or equivalent	First Aid qualification
Experience	<p>Working with children of secondary school age</p> <p>Working with families from a wide range of communities who do not have English as a first language.</p> <p>Bi and/or multi lingual. [The main languages spoken at CODA are Punjabi, Slovakian, Czech, Urdu and Italian]</p> <p>Working with challenging young people</p> <p>Working with families</p>	<p>Using community resources</p> <p>Holding case reviews/case conferences</p> <p>Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards</p>
Professional knowledge	<p>Observation and assessment of Child Development</p> <p>Awareness of confidentiality issues between home and school</p> <p>Commitment to team work and out of hours working</p> <p>Understanding of relevant policies and codes of practice including The Children Act 1989, Child Protection</p>	

Professional skills and attributes	<p>Good and effective communication – written and oral</p> <p>Well-developed interpersonal skills to be able to relate well to a wide range of people</p> <p>An ability to negotiate and plan individual goals</p> <p>Confidentiality, tact, and sensitivity</p> <p>Excellent organisational skills with the ability to use own initiative and work independently</p> <p>Able to solve problems and make decisions</p> <p>Own transport and driving licence</p> <p>ICT skills</p>	<p>Holder of DC minibuss permit</p>
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