BOHUNT SCHOOL WORTHING

11-16 Academy Mixed Academy

NOR: 900 (when full)
Broadwater Road, Worthing, West Sussex BN14 8AH
Tel: 01903 601361 www.bohuntworthing.com

Job Title: Vulnerable Student Coordinator

Location : Bohunt School Worthing

Responsible to: Assistant Head teacher: Wellbeing

Liaises with: All relevant staff, students and parents

Job Purpose:

Vulnerable Support Coordinator will support the Inclusion Manager, Assistant Head – Wellbeing in improving the life outcomes and opportunities for vulnerable students and their families by providing a range of support interventions and activities. To work as part of the pastoral team at Bohunt School Worthing to deliver universal provision focused on student and family support to improve the social, emotional development and health of pupils at the school and their families. To give targeted individual support to families and carers. To provide advice and signposting to enable students and families to access universal and targeted services.

- Working preventatively with identified families to provide early intervention, signposting, support and guidance in times of change and stress.
- Work directly with student and families, individually and in groups, particularly focusing on parenting skills, behaviour management and practical support.
- Work with students who are at risk of exclusion from school supporting them and their families.
- To raise attendance levels of targeted students.
- To work with external professionals, alternative education providers and other schools to support effective transition for vulnerable students and families.
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.

KEY ACCOUNTABILITIES AND TASKS - Direct work with students and families:

- Developing home/school links, to encourage good communication between the school and families
- Help with parenting skills by providing parenting guidance and support either on a one to one basis or to groups.
- Providing advice on how to develop and maintain positive discipline
- Helping to improve attendance and late arrivals by monitoring and offering assistance
- Helping families to access information and benefits
- Practical help and emotional support for students and families particular at times of crisis
- Organising meetings and drop-ins at appropriate times and venues to support parents' needs
- Supporting parents' attendance at appointments with outside agencies and follow-up as appropriate
- Engaging families in activities which supports learning
- Development of appropriate opportunities for parenting education
- To act as Lead Professional for a number of cases and manage a caseload in line with the Common Assessment Framework
- Being aware of and adhere to agreed policies and procedures for Child Protection, Safeguarding and lone working.

Bohunt School Worthing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.

- Work with Local Authority organisations and charities to facilitate appropriate courses and training for parents and carers in the school.

Co-ordination and liaison with others:

- To liaise on a regular basis with Assistant head Wellbeing, SENCO, Inclusion Manager or other staff nominated by school
- Identification and appropriate referral of children in need cases for initial assessment to school's child protection officers
- Promoting healthy living by liaison with school health workers
- Developing links with agencies that provide and promote learning opportunities for students, parents and carers.
- To attend multi agency, Team around the Family and Core Group meetings to discuss referrals and agree a work plan as requested.
- Keep careful and high quality records of meetings and contacts recording actions to be taken
- To ensure recording of all work with students and families is maintained to a high and consistent standard, accurate and up to date.
- To monitor and evaluate the effectiveness of the work and providing reports as required
- To identify needs and advocate the development of new work in the area to meet these needs.

General:

- To develop a whole school knowledge and understanding of how to support students at risk
- To attend meetings, run groups and deliver training as required
- Maintain an up to date knowledge and awareness of current legislation and initiatives related to the role
- To work within an equal opportunities and anti-discriminatory framework
- To take responsibility for own learning and personal development and to attend training as required

Vulnerable student Coordinator Person Specification: the following capabilities are desirable for the role although training can be provided to support areas of inexperience for the right candidate.

Knowledge:

- Relevant childcare, education, social care or health qualification to NVQ Level 3 or equivalent and/or considerable experience.
- Safeguarding and child protection with up to date current practice through updates and refresher training (as a minimum every three years)
- Training in community work, counselling skills, or similar
- Training in facilitating parenting groups
- Thorough knowledge of statutory services and relevant children's legislation especially child protection and safeguarding.

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Skills and Abilities

- Ability to work with children and families in a variety of settings within school, at home or in the community
- Ability to work flexibly and supportively with parents and carers
- Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers.
- Excellent interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups
- Able and willing to speak confidently to a range of audiences
- Be tactful, diplomatic and sensitive with a good sense of humour
- Ability to take responsibility and work on initiative within set boundaries
- Excellent organisational and time management skills
- Excellent oral and written communication skills including a sensitive approach to children and adults
- Ability to keep clear accurate records
- Be a confident and skilled user of ICT – able to use it with children and parents.
- Be reliable and trustworthy able to use judgment in receiving and dealing with sensitive information.

Essential Experience

- Working with families and delivering effective support for families
- Running parenting programmes and group sessions to support targeted families
- Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services.
- Able to set up and deliver programmes of family support work including group work and community activities.

Other requirements:

- Able and willing to work flexibly as part of a team
- Commitment to self-development and willingness to undertake further training
- Full enhanced CRB clearance
- Clean current driving licence and use of a car.
- Undertake any other reasonable requests from key members of staff to ensure the smooth running of the school

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