



Excellence for All

JOB DESCRIPTION

JOB TITLE: 1 Year Maternity Cover Family Support and Attendance Worker

RESPONSIBLE TO: Assistant Headteacher – Nurture and Behaviour for Learning

HOURS: 35 hours a week, term time only.
Mondays and Tuesdays 8.45am to 4.30pm
Wednesdays and Thursdays 8.45am to 4.15pm
Fridays 8.45am to 3.45pm

SCALE: 5

STATEMENT OF PURPOSE:

As part of the Wellbeing Team, provide holistic targeted support, advocacy and signposting to our parent/carers and their families in order to help them achieve best outcomes for their children which enables our students to achieve consistently high levels of attendance

KEY RESPONSIBILITIES:

SUPPORT FOR PARENT/CARERS:

- Be the first point of contact for parents/carers in relation to help they may need regarding their familial circumstances e.g. housing support, benefit claims, school transport applications, referrals to Early Help, or charity funding applications.
- Be the school's lead in referring parent/carers to RBWM's Foodbank
- Provide a 'listening ear' to parents who are struggling with their individual circumstances and require outside support
- Help to organise and run relevant parent groups e.g. Coffee & Chat, Hum Jolly
- Attend Admissions Meetings for new students joining in Middle or Upper School
- Advocate for parents/carers in meetings with external professionals e.g. Child In Need reviews
- Carry out home visits (with relevant internal or external professionals) to offer parenting support strategies
- Act as the school rep on the PTA
- Act as the school rep on external multi-agency panels such as the Disability and Inclusion Forum, Learning Disability Partnership or IAS Advisory Panel
- Build relationships with external agencies/organisations that can support our families

- Ensure any direct work completed with parents/carers is recorded on their child's Safeguard My School record
- Stay up to date with latest parent training courses, SEN developments and other support initiatives

SUPPORT FOR STUDENT ATTENDANCE:

- In liaison with the Attendance Administrator monitor Manor Green student attendance and maintain necessary records producing weekly whole school attendance reports for the Manor Green Leadership Team
- Organise and chair meetings (and subsequent reviews) with parents, carers, teachers and other relevant staff regarding student attendance where an Attendance Place will be drawn up to reference support required to improve attendance.
- Record and share actions arising from attendance support meetings with parents, relevant professionals and on Safeguard My School
- Maximise the use of Arbor (database) to monitor and report on student attendance.
- Build an effective working relationship with the Education Welfare Service ensuring completion of their termly monitoring forms and attendance at their termly monitoring meeting
- Support the Deputy Principal to send formal Attendance Letters (Stage 1, 2 and 3)

SUPPORT FOR STUDENT SAFEGUARDING:

- As a Deputy Designated Safeguarding Lead, respond to safeguarding concerns about our students and take relevant required actions e.g. liaising with parents, contacting Social Care etc
- Record all safeguarding concerns and actions on Safeguard My School and contribute to the maintenance of the school's Safeguarding Tracker
- When required, attend Social Care or Early Help meetings and provide relevant updates or reports; ensure minutes of the meeting are recorded on Safeguard My School
- Complete annual Designated Lead Safeguarding Training
- Attended RBWM's termly DSL Networking events
- Attend weekly internal Safeguarding Triage

SUPPORT FOR STUDENT WELLBEING:

- Support the Head of Therapies in overseeing the school's emotional therapy offer and obtain and record relevant data.
- Work with students, therapists and teachers to record student progress and therapeutic outcomes.
- Contribute to student annual reviews as required.
- Along with the Head of Therapies, complete the Department for Education's Senior Mental Health training and deputise as the Senior Mental Health lead in the Head of Therapies' absence
- For students who are too unwell to attend school, provide in-home learning as directed by the Deputy Principal

SUPPORT FOR THE SCHOOL:

- To assist with school crossing patrol duty and minibus driving (training provided).
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Please note:

Working with Special Educational Needs students requires a particular understanding and appreciation of the individual needs, such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of such children is often extremely challenging and is therefore emotionally and physically demanding. In some cases the nature of the students' special need may result in staff being verbally or physically assaulted.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

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