

**Community Involvement Worker**

**Band 7 (depending on experience) SCP 11-17 £24,049- £26,856**

**(actual salary - £20,153 to £22,505)**

**37 hours per week, term time only (Monday – Friday 8.15am – 4.15pm), permanent following a successful 6-month probationary period**

An opportunity has arisen for a Community Involvement Worker to join Horton Park Primary School, part of Exceed Academies Trust.

Horton Park is a vibrant two-form entry primary school for children aged 4 to 11 years old with 432 pupils currently on roll. The school boasts excellent facilities and the recent addition of a Key Stage One School Led Resource Provision, which caters for the needs of children with generic complex needs.

Located in the heart of the Canterbury estate, within the culturally diverse Great Horton area. The school possesses an excellent reputation within the local and wider community. Horton Park is a school where ‘everyone learns to succeed’ and we provide our children with the cultural capital they need to be successful in our thriving community and beyond.

Exceed Academies Trust believe that successful schools develop their own identity and individuality and are best placed to meet their own community’s needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

**The role of a Community Involvement Worker is:**

* To work in partnership with parent/carers in supporting their involvement and cooperation with the school and to organise a broad range of activities to ensure all families participate in their child’s school life.
* To initiate and support parent/ carers in building their engagement and involvement with their child’s learning.
* To initiate and encourage good relations through the development of informal contacts between the home and school.
* To work alongside the Attendance Officer and support key identified families to ensure their child/children maintain full and regular attendance.
* To keep up to date and provide information about relevant and local services available to parent/carers and their families.
* May, from time to time be required to undertake other duties commensurate with the grade and level of responsibility you find in this job description.
* Will deal with any issues, immediate problems or emergencies that arise in line with schools policies and procedures liaising with colleagues where necessary.
* To understand the school’s safeguarding policies and procedures when working within the community and reporting this in line with the safeguarding procedures.
* Will contribute to the overall ethos/aims of the school.
* Will appreciate and support the role of other professionals.
* To make decisions and recommendations, using initiative where appropriate, within established working practices and procedures.
* The post holder will be expected to us good common sense and initiative in all matters relating to the liaison with other stakeholders, schools, parents and pupils.
* To develop, build and implement programmes of support for parents/carers in order to meet the learning needs of the child both at home and at school.
* To be able to provide informal support for crisis and trauma, signposting or referring to specialised services.
* To develop and assist the school in creating an atmosphere which is welcoming for parents/carers and collating and arranging appropriate displays.
* To develop and improve levels of communication between home and school – including written communication and exploring other methods of face to face communication; increasing a range of contacts, providing an informal interface with families and acting as a trusted intermediary and initial point of contact.
* To direct and support the involvement amongst parents of pre-school children, or when their child starts school or the transition between phases or schools by carrying out home visits where necessary.
* To identify and develop opportunities for parents and families to become involved in the life of the school, including organising social gatherings or trips in order to develop parent groups and family activity.
* To initiate and encourage parents/carers to attend parents evenings, be part of the parents’ forum and act as parent volunteers across the school.
* To be available to work during school hours during term time and a willingness to be flexible as maybe required to attend staff meetings/training sessions outside usual hours.
* To provide evaluation reports regarding all aspects of the role as required by SLT and Governors.
* To apply and seek funding opportunities available and to keep efficient records of funding expenditure.
* To be accountable to the Headteacher through informal weekly meetings with their line manager.

**The successful candidate should be:**

* Professional, courteous and friendly
* Be able to build positive relationships with families in the community
* Well organised, self-motivated and resilient
* Able to work effectively as part of a team
* Educated to GCSE grade C or above in English & Maths
* Prepared to take relevant training to become a Lead Practitioner and offer Early Help to support the families in our community
* Desirable - able to speak either Urdu, Punjabi or any other community language
* Desirable – minibus licence holder

**We offer:**

* Relevant CPD and keeping up with local and national changes
* A dedicated, professional and experienced staff team
* Enthusiastic, confident and well behaved children
* An opportunity to work in a school which is outstanding in all areas
* The chance to further your professional career with a leading Multi Academy Trust
* Access to free support via our Employee Assistance Programme

**Visits to the school are welcomed and can be arranged by calling 01274 574544**

**Closing Date: Monday 17th April 2023 12.00pm**

**Interviews: Friday 28th April 2023**

Prospective applicants are welcome to visit the school by prior arrangement.

If you wish to apply for this role, please visit our school website [www.hortonparkacademy.co.uk](http://www.hortonparkacademy.co.uk) or Trust website [www.exceedacademiestrust.co.uk](http://www.exceedacademiestrust.co.uk) to download an application pack.

Completed applications should be submitted to [isma.kousar@hortonparkacademy.co.uk](mailto:isma.kousar@hortonparkacademy.co.uk).

***Please note, we do not accept CVs.***

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2022. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.