BECKFOOT TRUST

Job Description and Person Specification

DATE	SIGNATURE

Role

Family / Parental Engagement / Involvement /Support Worker
Beckfoot Trust
Salary/Grade: Band 6
Reporting to: SLT

CREATING REMARKABLE SCHOOLS

JOB DESCRIPTION

Corporate Responsibilities

- Develop and provide opportunity for families provide high expectations and raise aspirations, working with families to facilitate positive pupil attendance, behaviour and attitude to learning, supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

Key Duties and Responsibilities

- Build constructive relationships with pupils and families to help alleviate or overcome barriers, providing a consistent support link between home and school.
- Assist in the early identification of families needing support and take appropriate action
- Plan creative and innovative approaches to families' needs, offering emotional and practical support to families in their own homes and in the community, e.g. drop-in session, parent support, and home visits
- Encourage active family participation and assist in increasing engagement with school including open days, learning initiatives, meetings, and events
- Identify barriers for children attending school and provide support to overcome these
- Make first response / welfare calls and promote excellent attendance and punctuality through work with pupils and families
- Help represent the views of parents/carers in school and ensure that parent systems and procedures are properly communicated
- Support families with vulnerable children at the start of school or at transition between phases or schools.
- Promote positive values, attitudes, and behaviour, maintaining a purposeful and supportive environment
- Promote and reinforce the inclusion, acceptance, and integration of all pupils
- Monitor behaviour, attendance, and progress of identified pupils
- Prepare for and attend / support relevant meetings with parents and agencies as required
- Maintain an accurate record of the purpose, nature and outcomes of all interventions and prepare reports
- Participate in and organise extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement
- Support the effective running of enrichment or wrap around provision to enhance support to families
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Provide administrative and organisational support for the school
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.
The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

JOB DESCRIPTION

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English in school.

Date: October 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.
Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Family / Parental Engagement / Involvement /Support Worker

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	• Minimum of GCSE (A-C/ 4+) English and Maths or equivalent e.g., Adult Literacy / Numeracy at level 2. • Evidence of relevant CPD activities	• Higher level qualification relevant to role	• Application
Experience	• Recent and successful experience of providing relevant support • Experience of working with children and families with a range of abilities and needs	• Working in an area of high deprivation	• Application • Interview
Knowledge, Skills and Ability	• Ability to form positive and empowering relationships and relate well to children and adults • Ability to work creatively to resolve issues • Understanding of child development and intervention strategies • Understand varying learning and social needs and how to overcome barriers • Good planning and organisational skills • Ability to work constructively as a part of a team • Excellent communication and interpersonal skills • Able to use IT and relevant software effectively to support learning • Knowledge of relevant policies and guidance and awareness of relevant legislation.		• Application • Interview
Character/ Values	• High commitment to safeguarding and promoting the welfare of children • A passion for education and a deep-felt desire to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge • Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example	• Resilient, flexible and hardworking • Interest in the Trust's wider role in the community	• Application • Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	• Understand the importance of work/ life balance		
Personal Circumstances	• Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexibility to support out of hours activity on occasion		• References • Interview