

# The Whitchurch CE Federation

## JOB DESCRIPTION



### Position: Family Support Assistant

<b>Date:</b>	Required ASAP
<b>Grade:</b>	Level 5
<b>Salary:</b>	£20,092 - £22,183 pro rata
<b>Location:</b>	Whitchurch CE Infant and Nursery Academy and Whitchurch CE Junior Academy
<b>Contract Type:</b>	Permanent
<b>Contract Term:</b>	Part Time
<b>Hours/Work patterns if Part Time</b>	32.5 hours per week, Monday to Friday during term time

### Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a Family Support Assistant to join our Families and Inclusion Team. The post holder will support families and children across our two academies.

### Key Duties / Responsibilities:

To engage with parents/carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for pupils.

#### Key Duties / Responsibilities

1. Develop and maintain effective contact and communications with parents/carers and families including home visits
2. Work with a range of school staff to help plan strategies and interventions to address individual pupil issues
3. Provide advice and guidance to families to reinforce their self-esteem and support pupil achievement
4. Implement action plans with parents / carers and monitor and report on progress and achievements
5. Signpost families to sources of advice and guidance
6. Support school strategies to improve behaviour and attendance
7. Work with external agencies, such as health professionals, Children's Centres
8. Maintain pupil records and case files
9. Undertake first day contact of parents/carers.
10. Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence.
11. Develop and deliver a programme of family-related activities to meet the needs of the school community.
12. Any other duties appropriate to the post.

### The successful candidate will :

- be working at national occupational standards (NOS) for working with parents and knowledge / skills equivalent to current national qualifications for working with parents at level 3.
- have experience of working as part of a team in respect of ensuring improved outcomes for children including improved attendance and engagement in learning.
- have experience of working with external agencies to ensure all pupils have full access to educational opportunities and are able to overcome barriers to learning and participation.
- have the professional skills and knowledge to develop effective relationships with parents, families, children and other partners.
- be proactive, positive, calm and flexible.

- Have excellent communication, organisational and interpersonal skills.
- be committed to working as part of a team.
- be resilient and have a good sense of humour.
- Knowledge and compliance with policies and procedures relevant to child protection and attendance.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

*In short-listing we will be looking for applications that are fully completed, accurate and honest. Candidates should clearly communicate their philosophy and beliefs for working with children and families, informed by experience, and provide specific examples of how they meet the criteria for the post.*

## We offer:

- A caring and welcoming Federation, that values and respects everyone and puts our children at the heart of everything we do.
- A friendly, enthusiastic and supportive staff team.
- A fantastic opportunity to shape the future of the Federation, alongside the existing leadership team.
- An ambitious and dynamic Senior Leadership Team.
- Extensive opportunities for multi-agency working and learning alongside others.
- A strong commitment to your continued professional growth, through training and development opportunities (both external and within the Federation).
- Supportive parents and children who are keen to learn.

## Closing date:

Closing date for applications is **Monday 1<sup>st</sup> November 2021 at 12 noon**

## Interviews:

Interviews will take place **Tuesday 9<sup>th</sup> November 2021**

The Whitchurch CE Federation is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

The Whitchurch CE Federation is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Application forms are available from our Federation website [www.thewhitchurchcofefederation.com](http://www.thewhitchurchcofefederation.com)

## Contact Details:

Applications to be returned to:

Mrs Sarah Cope  
Whitchurch CE Infant and Nursery Academy  
Station Road  
Whitchurch  
Shropshire  
SY13 1RJ

Or via email: [recruitment@whitchurch-jun.shropshire.sch.uk](mailto:recruitment@whitchurch-jun.shropshire.sch.uk)

Telephone: 01948 662905