WISE ACADEMIES

Job Description

JOB TITLE	Child and Family Support Officer
GRADE	SCP 23 - 25
RESPONSIBLE TO	Headteacher, Child and Family Safeguarding Officer, Senior Designated Safeguarding Lead
MAIN PURPOSE OF THE JOB	The Child and Family Wellbeing Partner performs a key role in developing and maintaining effective partnerships with parents/carers and in promoting learning and well-being within WISE Academies settings. A primary function of this role is to support vulnerable children to overcome barriers to learning.
HOURS & CONDITIONS OF SERVICE:	37 hours per week, term time only (38 weeks)

Principal Responsibilities

- To work directly with vulnerable children, parents/carers and groups in all settings in WISE Academies and their local communities and provide services to improve outcomes for children.
- To monitor and report on children's attendance and liaise with attendance officers to improve outcomes for children.
- To provide targeted support to children and families who find it difficult to access services.
- To undertake and contribute to 'Strengthening Families' referrals contribute to initial and core assessments of 'Children in Need' and contribute to the implementation of individual plans where appropriate.
- To undertake and contribute to the effective safeguarding of children according to academy policy.
- To work with parents to overcome barriers to learning for their child and broker access to specialist and targeted support services where they would otherwise not have access.
- To liaise with a range of professionals at all levels and establish strong links with partner organisations to ensure commonly agreed thresholds of need.
- To support the senior management team in the provision of information needed for self evaluation
- To engage with all parents to form strong partnerships with WISE Academies.

Main Duties

- To work directly with children and families as part of a multi agency team, within agreed models of practice to ensure improved outcomes for children.
- To engage with families who find it difficult to access the services they need.
- To provide a range of support services to families to reduce social isolation.
- To undertake and contribute to information sessions in both schools for parents at key points of transition in their child's education.
- To plan and deliver evidence based parenting programmes.
- To liaise with parents and outside agencies to provide opportunities for parents to enhance their basic skills and other development needs.
- To undertake parenting assessments and contribute to the overall assessment of need within families.
- To undertake and contribute to 'Strengthening Families' referrals contribute to initial and core assessments of 'Children in Need' and contribute to the implementation of individual plans where appropriate.
- To undertake and contribute to the effective safeguarding of children and young people in accordance with academy policy and procedure.
- Update and use CPOMS as required and directed.
- To keep written records of work undertaken in accordance with academy policy and provide written reports as required.
- To attend, as required, meetings to make and review plans for children, and provide verbal and written reports as appropriate.
- Collate qualitative data on outcomes.
- To engage with all parents to form strong partnerships.
- To provide opportunities for parents to have a voice within the academy settings.
- To liaise with staff and ensure strong home school partnerships with parents is developed.

Other

- Build and maintain successful relationships with pupils, parents/carers and staff.
- Carry out duties in accordance with full regard to the academy's policies and procedures.
- Undertake training or personal developments appropriate to your post as identified by your line manager.
- Attend meetings, liaise and communicate with colleagues in the academy, outside agencies and other relevant bodies.
- Effectively model the standards of behaviour expected of pupils.
- Respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the General Data Protection Regulations.
- Comply with the academy's Health and Safety policies and procedures
- Undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities.
- Comply with WISE Academies' policies on equality in all areas of activity.
- An ability and willingness to work in other locations within the Trust if required.
- Undertake such other reasonable duties as may be reasonably required within the Academy.