

Ormiston Cliff Park Primary Academy

Job Description & Personal Specification

Post Title: Family Support & Pastoral Worker	
Pay: £21,748 pro rata	Hours of Duty: 30 hpw, 39 weeks per year
Directly Responsible to: Principal	
Directly Responsible for: N/A	
Core Purpose and Accountability	
<ul style="list-style-type: none"> ● To work with a caseload of families, including looked after children, vulnerable children and Children In Need as directed by the Principal/Vice Principal/Assistant Principal, to raise their participation and attendance and promote the best outcomes for them. ● To support parents/carers in gaining the skills, knowledge and confidence they need to promote good outcomes and attendance for young people both educationally and socially. ● To work towards the desired outcomes of the Academy in regard to performance in the areas of increasing education attendance, reduction of youth crime and anti-social behaviour in the family. ● To proactively improve attendance of all students in the academy whose attendance falls below 95%. ● To support the development of safeguarding and child protection policies, training and procedures and guidance for Ormiston Cliff Park Primary Academy and to assist as an Alternate Safeguarding Lead in the coordination of referrals and arranging action. 	
Key Responsibilities and Tasks	
Support for Learning & Safeguarding	
<ul style="list-style-type: none"> ● To promote the safeguarding of young people in accordance with the policies and procedures of the Local Safeguarding Children Board. ● To attend any relevant meetings – TAC, CIN, case conferences, school meetings, as directed by the Principal/Vice Principal/Assistant Principal. ● To develop structured routines with families where appropriate, that helps them to build resilience and the long term ability to maintain contact with school and achieve better outcomes. ● To work with young people in school to secure positive learning behaviour. ● To engage with hard to reach families and assist them in accessing services and keeping to appointments and routines. ● To work flexibly when required, to meet the needs of vulnerable families and young people – for example outside school hours and maybe early starts. ● To assess the needs of families and exercise sound professional judgment in managing risk to young people. ● To liaise with the Academy’s Behaviour Support team to create support plans. ● To support the Academy’s Pastoral Team, where directed. ● To ensure that Ormiston Academies Trust is always presented positively within and beyond the 	



academy.

- To be accountable to the Principal/Vice Principal/Assistant Principal- Safeguarding.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings
- To plan and assist in safeguarding training within school.
- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- To maintain confidentiality at all times.

Outcomes

- Improve student attendance to be in line with Academy attendance targets.
- Develop positive links with families and support the Academy in maintaining these links.
- Support the student to achieve their target grades by promoting positive learning behaviour.
- Students who are supported leave the Academy prepared for the next step, resilient, focused and optimistic.
- Maintain positive and supportive relationships with families and young people.
- Support the Academy in reducing PEX/FTE in line with national figures.
- Establish a successful support programme for families and young people.

This is not a comprehensive list of all tasks that may be required of the post holder. They will be reviewed at regular intervals and are subject to change as the needs of the academy evolve.



Person Specification

Qualifications

- Good standard of education to include English and Maths at GCSE (or equivalent) at Grade C or better.
- Good experience of IT skills.

Specialist Knowledge

- Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality.
- Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work.
- Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families.
- Up to date knowledge of the Framework for the assessment of children in need and their families, Working together to safeguard children and Keeping children safe in education 2016.
- Ability to summarise clearly and concisely and articulate concepts and proposals.
- Ability to produce concise and complex reports.

Experience

- Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work.
- Experience of working effectively with the parents /carers of children / young people.
- Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Recent experience in work with children and families in a statutory childcare agency.

Skills

- Ability to maintain student records and write other short reports as required.
- Ability to record and produce minutes from safeguarding meetings.
- Ability to work on one's own initiative, balance competing priorities and organise a work schedule.
- Ability to motivate children/young people by establishing empathic and supportive working relationships.
- Ability to work as part of a team to reach agreed targets and outcomes for children/young people.



- The ability to use word processing packages and the internet.
- Experience of working with children including work within Child Protection and Multi Agency liaison.

Physical

- Ability to communicate with staff, pupils, parents and outside agencies with a polite, professional manner and to work under pressure.
- You will be flexible and have excellent communication and organisational skills.

Other Requirements

- Ability to work flexibly and attend evening and early morning meetings.
- Self-motivated and able to prioritise a demanding workload.
- To be professionally assertive and clear thinking, able to negotiate.
- To be able to operate as part of a team.
- A full valid driving licence and the use of a car.