

The St. Bart's Academy Trust

Job Description



Job Title:	Family Support Officer (Schools Generic)
Grade:	Level 7 (Gauge Ref: N363)

Job Purpose

Responsible for school attendance and managing the family support service and work effectively with other agencies to improve outcomes for pupils.

Key Duties / Responsibilities

1. Responsible for assuring school attendance and devising strategies and action plans for pupils whose attendance is falling
2. Analyse attendance information and data to identify and work with pupils who have poor attendance or are at risk of developing poor attendance
3. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school
4. Support, challenge, motivate and provide information to parents/carers to increase their capacity for parenting
5. Manage the delivery of the family support service in line with the school plan and budget
6. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance
7. Support the identification of alternative provision for pupils with persistent absence
8. Advise on effective family support for school staff and families and disseminate good practice
9. Prepare reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records
10. Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance
11. Manage caseloads and maintain casework documentation
12. Establish and manage Service Level Agreements with service providers
13. Develop and deliver a programme of family-related activities to meet the needs of the school community
14. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
15. Any other duties appropriate to the post.

The St. Bart's Academy Trust

Person Specification



Job Title:	Family Support Officer (Schools Generic)
Grade:	Level 7 (Gauge Ref: N363)

Person Specification

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Working at or towards national occupational standards (NOS) for supporting teaching and learning and knowledge / skills equivalent to current learning, development and support services (LDSS) for children, young people and those who care for them national qualifications level 4 or equivalent.	✓		