

## **Family Support Assistant Job Description**

### **Reporting relationships**

**Reporting to:** Assistant Headteacher – Student Support

**Responsible to:** Principal

**Accountable to:** Principal & Local Governing Body (LGB)

### **Client Group:**

Addington Valley Academy students, parents/carers and staff;

- Addington Valley Academy is special Free School in Croydon for children and young people with autism and learning difficulties. The school opened in 2020 and provides 150 places for children and young people aged 2-19 who have autism and social communication, cognitive, sensory and social, emotional, and behavioural needs.

### **Job purpose and scope:**

- The postholder will be responsible for liaising with the families of students attending Addington Valley Academy
- To make initial contact with students, parents and carers at admission, and will be maintained throughout their time at College/Academy School through to their identified progression route.
- To support the effective safeguarding of students and to work under the Designated Safeguarding Leads for Primary and Secondary, (including 6<sup>th</sup> form college)

### **Functional links:**

The Family Liaison Lead will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:

1. Students and their parents/carers and advocates
2. OHC&AT and Affiliates
3. Other internal and external professionals working with students
4. Community Services
5. Care/contract managers/funders from local authorities.
6. Primary care Trust and other relevant PCTs

### **Duties and Responsibilities:**

1. To maintain and build relationships with students, carers and families from first contact, to enrolment and throughout their time and the school.
2. To support the effective safeguarding of all students under the guidance and direction of the designated safeguarding leads. To attend core group, Child in Need and Child protection meetings and conferences. To monitor implementation of school/college responsibilities identified in CIN/CP plans
3. To work with a caseload of students, liaising with Teachers/Phase Leaders/SLT.
4. To give regular updates and feedback to the relevant staff on all cases alerting them of any issues.
5. To maintain confidential records in accordance with data protection, and produce data and reports as required.
6. To monitor attendance for all students and to support improved attendance for students identified as persistent absentees. To work with Education welfare Services as needed.
7. To prepare and submit written reports including contributions to multi-professional meetings
8. To promote the College/Academy offer to local authorities and other stakeholders
9. Maintaining and developing relationships with existing stakeholders such as Local Authorities, Care Managers etc.
10. To assess suitability of students for placement at Addington Valley academy, under the direction of the Senior Leadership Team
11. Facilitating visits by prospective learners, parents/carers, local authorities, advisers etc.
12. To carry out home visits, as required.
13. To contribute to the development of policies and procedures for the area where required.
14. To fully contribute to the schools/ College's quality assurance processes and procedures.
15. To undertake College and Schools induction programmes and OHCAT Mandatory training
16. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
17. To respect the confidentiality, individuality, values, cultural and religious diversity of learners and to contribute to the provision of a service sensitive to these needs.
18. Carry out all duties in accordance with all School/College policies and principles, including the Safeguarding policies, Equality and Diversity policy and the Health and Safety policy.
19. Undertaking other duties of a similar nature from time to time as directed by the Senior Leadership Team. To be aware and comply with OHCAT Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording and reporting of accidents and incidents, and ensuring that equipment used is safe.

20. Carry out all duties in accordance with all School/College policies and principles, including the Safeguarding policies, Equality and Diversity policy and the Health and Safety policy.

## **Family Support Officer Person Specification**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

<b>Qualifications/Experience</b>	<b>Priority</b>
1. Experience of working within a team.	1
2. Experience of using Microsoft Windows applications/Other Information systems	1
3. Experience of working in a school and/or College environment	1
4. Experience of liaising with Local Authorities including Social Care	2
 <b>Ability, skills and knowledge</b>	
5. Able to communicate appropriately and effectively with students from age 5 to Post College, who may have significant communication difficulties, using the complete range of media, spoken, sign, written, gestural and intuitive, and willingness to work with students who may communicate through challenging behaviour.	1
6. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults.	1
7. Able to communicate appropriately and effectively with colleagues, students, parents, carers, local authorities etc with limited supervision.	1
8. Able to enter information on the relevant Information Management System, REMS and collate information from this system	1

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| 9. Able to work flexibly including travel to homes of students and occasional evening work, for which time off in lieu will be given      | 1 |
| 10. Able to maintain information in a sensitive and confidential manner.  | 1 |
| 11. Able to work within a team and independently  | 1 |
| 12. Able to prioritise and organise own workload  | 1 |
| 13. Able to demonstrate high levels of accuracy and attention to detail.  | 1 |
| 14. Able to work on own initiative, sometimes working under pressure and to tight timescales.   | 1 |
| 15. Understanding of the Benefits system, or willingness to undergo training  | 2 |
| 16. Understanding of the external professional support available and referral processes for students, or willingness to undergo training. | 1 |
| 17. Able to adhere to the Trust's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies. | 1 |