



**Make a difference to
the lives of children
and young people
every day**

Family Support Officer

Job Description
and Person Specification

Job Description

Purpose of the post

- This post will support the children and families at The Bridge Easton School. To ensure that the best possible safeguarding practices are implemented, and that attendance is monitored, supporting children and families to attend school. The post holder will facilitate strong home school relationships, encouraging good communication and consistency.

Main Responsibilities

Attendance

- Monitoring whole school attendance, persistent absence and punctuality
- Identify students who require support with their attendance
- Supporting children, young people and their families to return to full-time education where they have attendance issues
- Working with SLT by providing guidance to reduce school absence
- Managing a caseload of children and young people with a range of needs to enable positive outcome, promote school attendance and reduce risk factors
- Liaise with the DSL and other ADSLs
- Raise and support attendance issues with parents
- Meet with both students and parents in order to support them to improve attendance
- To work collaboratively and proactively with students and their families to ensure that children and young people can have full access to the educational opportunities offered at The Bridge Easton School.
- To report trends and data patterns to SLT.
- This role will report be line managed by the Headteacher

Safeguarding

- To support and promote the safeguarding, and welfare of all children and young people attending The Bridge Easton School working closely to support the DSL and other ADSL's.
- To work proactively as ADSL.
- To support with the regular communications to the staff team regarding safeguarding.
- To facilitate specific safeguarding training alongside the DSL and ADSLs in school.
- To promote the welfare, mental wellbeing, appropriate development and protection of children and young people.
- To liaise with outside agencies and the running of early help interventions, arranging and supporting TACs as appropriate.
- To run safeguarding cases as agreed with the DSL.
- To report trends and data patterns to SLT.

Admissions/Tribunals

- To liaise with families interested in a place at The Bridge Easton School, to lead school tours and hold initial introductory meetings.
- To support SLT in preparation for the school's half termly admissions meetings.
- To liaise with new families where their child has been given a place at The Bridge Easton School by leading school tours and hold initial introductory meetings.
- To support SLT in preparation for the school's half termly admissions meetings.
- To contact current provisions to obtain transition information.
- To support the Headteacher with the preparation of paperwork for tribunals.

Person Specification

Professional qualities and skills

Essential:

- Ability to produce high quality reports, using data appropriately
- Strong oral and written communication skills
- An excellent team player
- A strong commitment to providing a high-quality service
- Knowledge and experience of safeguarding and attendance
- A genuine belief in the potential of every pupil
- Experience in a similar role working with school colleagues and other services within an education setting or similar
- Ability to analyse and understand attendance data in order to assist in the reduction of school absence
- Strong communication and organisational skills with the ability to form good working relationships with a range of internal and external colleagues
- Passionate about making a positive difference to the lives of children and young people
- Solution focused with experience building and maintaining strong partnerships and working on solutions to challenges with a diverse set of stakeholders; including children, young people and their families
- Good understanding and experience of safeguarding, confidentiality, and safe working practices
- Previous experience of offering reflective practice, debriefs or emotional support to children and adults

Desirable:

- A knowledge of practices to improve attendance within a school
- Experience of a role in school promoting safeguarding practice and improving attendance

Personal qualities

- Excellent organizational and administration skills and able to work on your own initiative and as an active team member
- Critical thinking, strategic planning, and problem-solving skills
- Friendly, approachable, and welcoming manner
- Genuine desire to improving life experiences for young people





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