

## JOB DESCRIPTION

<b>Post Title:</b>	Family Support Officer
<b>Location:</b>	The Bridge Easton
<b>Salary Grade:</b>	Scale F-G
<b>Contract:</b>	Fixed Term Contract until 31st August 2025, with a high possibility it will be extended for a further 12 months.
<b>Hours:</b>	Hours: 31.5 hours per week (worked 9 days per fortnight) Term Time only + 5 days
<b>Responsible to:</b>	The Headteacher
<b>Responsible for:</b>	Students, parents

### Purpose of the Job:

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.

#### 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.

### Special conditions of employment

#### Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

#### Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

#### Equality and Diversity

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between

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people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking or Vaping Policy**

- This applies to all Academy premises and those where Academy services are provided.

**The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.**

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

<p><b>Experience, Skills and Abilities</b></p>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns</li> <li>• Ability to produce high quality reports, using data appropriately</li> <li>• Strong oral and written communication skills</li> <li>• An excellent team player</li> <li>• A strong commitment to providing a high-quality service</li> <li>• Knowledge and experience of safeguarding and attendance</li> <li>• A genuine belief in the potential of every pupil</li> <li>• Experience in a similar role working with school colleagues and other services within an education setting or similar</li> <li>• Ability to analyse and understand attendance data in order to assist in the reduction of school absence</li> <li>• Strong communication and organisational skills with the ability to form good working relationships with a range of internal and external colleagues</li> <li>• Passionate about making a positive difference to the lives of children and young people</li> <li>• 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</li> <li>• Good understanding and experience of safeguarding, confidentiality, and safe working practices</li> <li>• Previous experience of offering reflective practice, debriefs or emotional support to children and adults</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• A knowledge of practices to improve attendance within a school</li> <li>• Experience of a role in school promoting safeguarding practice and improving attendance</li> </ul>
<p><b>Personal Qualities</b></p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The responsibility of every individual for safeguarding and promoting the welfare of children. Excellent organizational and administration skills and able to work on your own initiative and as an active team member</li> <li>• Critical thinking, strategic planning, and problem-solving skills</li> <li>• Friendly, approachable, and welcoming manner</li> <li>• Genuine desire to improving life experiences for young people</li> </ul>