

JOB DESCRIPTION

Job Title:	Family & Community Engagement Leader
School:	Drapers Mill Primary Academy and Northdown Primary School
Location:	St Peter's Footpath, Margate, CT9 2SP and Tenterden Way Margate Kent CT9 3RE
Reporting To:	Primary Director of Education
Key Internal Relationships:	Primary Director of Education/School's Senior Leadership team/Teachers

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- Work inline with the school ethos and the trusts' vision.
- Working across two schools, the Family and Community Engagement Leader will lead and drive the schools' parent and carer engagement agenda.
- The role will focus on fostering strong partnerships between the school, parents and carers, providers and the local community to improve outcomes and attendance for all.

Duties and Responsibilities

Leadership and Strategy Implementation

- Under the guidance of the Director of Education in collaboration with the SLT, support the development and implementation of the schools' parent and carer engagement strategy in alignment with the school's overall visions and goals.
- Monitor and evaluate the effectiveness of engagement activities, providing recommendations for improvement to the School's Senior Leadership team.

- Work closely with the senior leadership team and directors to align and integrate family engagement strategies with the school's commitment to community, inclusivity, innovation and growth.
- Through coordinated strategies and improved engagement attendance rates of our disadvantaged children improve

Parent and Carer Engagement

- Establish and maintain good relationships with parents/carers and pupils within the school. Encourage parental involvement in the school and its activities and provide a link between home and school.
- Foster positive relationships with parents and carers to ensure they are actively involved in their child's learning and development.
- Work with parents to identify when their children are experiencing problems or barriers to learning. Ascertain the probable causes and suggest/assist in the implementation of plans/action to resolve the situation. Working closely with the school staff, the child and the family.
- To develop and deliver drop in support sessions on a variety of related topics for parents and carers of children and young people with additional needs and also for young people to develop confidence in putting forward their views
- Actively seek to widen the range of options and opportunities that learners and their families see as achievable.
- Provide parents/carers with a supportive learning and education community in which to thrive and grow.
- Under the guidance of senior leaders, organise, promote and facilitate regular parent meetings, workshops, courses and consultations to keep families informed and involved in the educational process.
- Provide parents/carers with a sense of belonging to a shared set of community values, interests and attitudes.
- To create dedicated resources to engage under-represented groups and promote inclusion such as families where English is not their first language and also children and young people with a range of needs and of different age groups, in their support needs/plans and in meetings.
- Provide clear and accessible communication to parents/carers about school events, using a range of methods (newsletters, school apps, social media, meetings)
- To proactively develop links with key contacts such as local community groups, colleges, early help and social care to increase referrals and participation from vulnerable children and families.
- Identify, propose and implement strategies to support diverse and inclusive ways to bridge barriers.
- Assist/run events that engage both pupils and their families.
- Collaborate with teachers and school leaders to ensure that these events meet the educational needs of pupils and provide parents with valuable insights into the curriculum and effective ways of learning.
- Promote educational activities and clear, accessible resources for parents to use at home

to strengthen their child's academic development.

- Work with providers to develop and coordinate a range of adult information/workshops that support parents/carers.

Community Connection and Outreach

- Build partnerships with local community organisations and services, creating opportunities for families to engage with their local community.
- Alongside the Senior Leadership Team, develop initiatives that connect school families to the wider community, including events, local business partnerships, cultural activities, health and social care.
- Collaborate with local businesses, colleges, and career services to provide career advice, support and guidance to parents and pupils.
- To actively share skill and learnings from direct work with vulnerable children and families groups with other team members and colleagues.
- To provide families with accurate information on their rights, roles and responsibilities range of options and agencies that are available. Plan support to ensure the best use of time ensuring that the appropriate type of support is offered for the enquiry and throughout all casework actively empowering families to develop confidence and skills to advocate for themselves
- Organise events or workshops that focus on career development, including helping parents to support their children with future career planning and aspirations.
- Work with local employers and career specialists to develop opportunities for pupils and their families
- Empathy, cultural awareness and sensitivity, and the ability to understand and respond to community needs

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children and adults for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the TKAT Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.
- To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and antidiscriminatory behaviours in the day-to-day operation of the job

Professional development

- Take part in the appraisal and professional development of others, where appropriate.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school/trust.

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the trust.
- Have proper and professional regard for the ethos, policies and practices of the trust, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Family & Community Engagement Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
Willingness to undertake training	E	Application & Interview
Educational achievement sufficient to support clear reporting & presentation skills.	E	Application & Interview
Knowledge, Skills and Attributes		
Knowledge of issues affecting families and parenting needs of children.	E	Application & Interview
Knowledge of available support services and referral routes.	D	Application & Interview
Has more than one language	D	Application & Interview
Awareness of local services and community organisations that support families, including adult education and career development resources.	E	Application & Interview
Good knowledge of the local community and school.	E	Application & Interview

Experience of working with pupils, parents, staff and the local community	E	Application & Interview
Experience of multi-agency working, preferably including childcare, health and social care	E	Application & Interview
Experience of community/ voluntary/ parent/ partner agency links	E	Application & Interview
Up to date knowledge and understanding of safeguarding matters	E	Application & Interview
Knowledge of special educational needs and EAL.	E	Application & Interview
Personal Qualities		
Proactive in resolving challenges faced by parents, carers, and families to ensure effective engagement and support.	E	Application & Interview
Be approachable and have empathy with people in a range of circumstances.	E	Application & Interview
Genuinely care for the well-being of children, parents and families	E	Application & Interview
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Ability to work confidentially and flexibly	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview