



Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



JOB DESCRIPTION:

Job Title: Family and Community Manager

Salary: Kent Range 7

Hours: Part time (30 hours/ 4 days per week, 39 weeks of the year)

Purpose of the Job:

Provide support, information and education service to children and parents of children attending the school and investigate concerns raised by the school. The FCM will focus their work on preventative and early intervention activities to include transition and will work at developing links between the school and local community.

Key duties and responsibilities:

Relationships with parents/ carers – Key Tasks

- Establish and foster good relationships with children at the school. Encourage parental involvement in the school and its activities.
- Promote the self-esteem of children, parents and carers in order to help maximise their own personal and interpersonal skills and to enable parents and carers to respond to family needs by communicating openly and to provide good parenting.
- Share information on practical childcare and parenting skills, identify need for support including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline)
- To provide impartial information of referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers and voluntary and others.

Attendance – Key Tasks

- Give close attention to early identification and prevention of absence habits.
- Work with children and parents to identify why their children are not achieving full attendance. Ascertain the probable course of absences and suggest and assist in the implementation of plans/actions to resolve the situation, working closely with school staff, the child and the child's family.
- To hold the role of Attendance Officer and work closely with School Liaison Officers.
- To develop strategies to raise attendance across the school and reduce the number of persistent absentees.
- Carry out home visits where appropriate to support parents in ensuring that their children maintain full and regular attendance.
- Monitoring daily registers. Ensure children are accounted for and take appropriate actions to account for missing children.
- To implement and lead on rewards and systems to encourage high levels of attendance.
- To send monitoring letters for lateness, absences, fines etc.



- Monitor and keep records of individual class attendance recognising impact on attainment for that class. Link closely with teachers and contribute to pupil progress meetings where attendance has had an impact on progress, with a focus on disadvantaged groups.
- To carry out referrals to Pru Inclusion Attendance Service (PIAS).
- Monitoring of SIMS to ensure correct codes and reasons for absence are correct.
- Report to governors and attend meetings with attendance governor to evaluate attendance where required.
- Attend pre-referral meetings and liaison with Inclusion Manager.
- Prepare school attendance report for the school liaison officer.
- Close links, hold joint meetings and attend site visits with Minority Ethnic Outreach Worker.
- Built links with local secondary school to improve attendance and share strategies.

Senior Leadership and Child Protection – Key Tasks

- Attend senior leadership meetings fortnightly
- Hold one of the Designated Child Protection Coordinator roles within the school
- Provide staff with advice and train staff on child protection as required
- Coordinate and run the whole school staff weekly morning meeting
- Coordinate and run pupil welfare meetings termly
- As part of the safeguarding responsibility, liaise with area safeguarding officer and seek consultations to duty team.
- Facilitate school visits by Social workers and early help practitioners.
- To take a safeguarding lead within school and also attend CP meetings as required

Liaison with staff/agencies – Key Tasks

- Liaise with members of school staff regarding families/children as necessary and with parent/carer consent.
- Where necessary, act as the lead professional for the Early Help process, including referrals.
- Keep up to date with the range of agencies working locally and liaise with them in order to maintain knowledge of services that parents might be signposted to.
- Keep records and all documentation pertaining to meetings/contact with children and families.
- Attend support and staff meetings to continue own professional training and development as targeted through appraisal process
- Oversee the referral process, including social services, Early Help and attendance as required.
- Work with external agencies to develop our Healthy School status, raising awareness of healthy eating and healthy living to children and to their families.

Community Links – Key Tasks

- Build and maintain links with the local community stakeholders including the on-site Children's Centre.
- Co-ordinate joint working initiatives to build links between the local community, prospective parents and the school, including organising/ attending events linked to nurseries, Children's Centre and others.
- Co-ordinate or attend as required partnerships between local primary and secondary schools and our school.
- Provide a leading role in community activities/events for school.
- Gain an overview in developing wrap-around care for our pupils, including working with the Out of School Club to provide before and after school activities.
- Maintain links with FLO's and FCMs in surrounding schools. Facilitate meetings and integrated working between schools.
- Support the links between the PTA and the school.
- Alongside the head teacher, work to enhance the reputation and perception of the school through community projects, publicity and other strategies.

SAFEGUARDING STATEMENT

Cranbrook C of E Primary School is committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment.

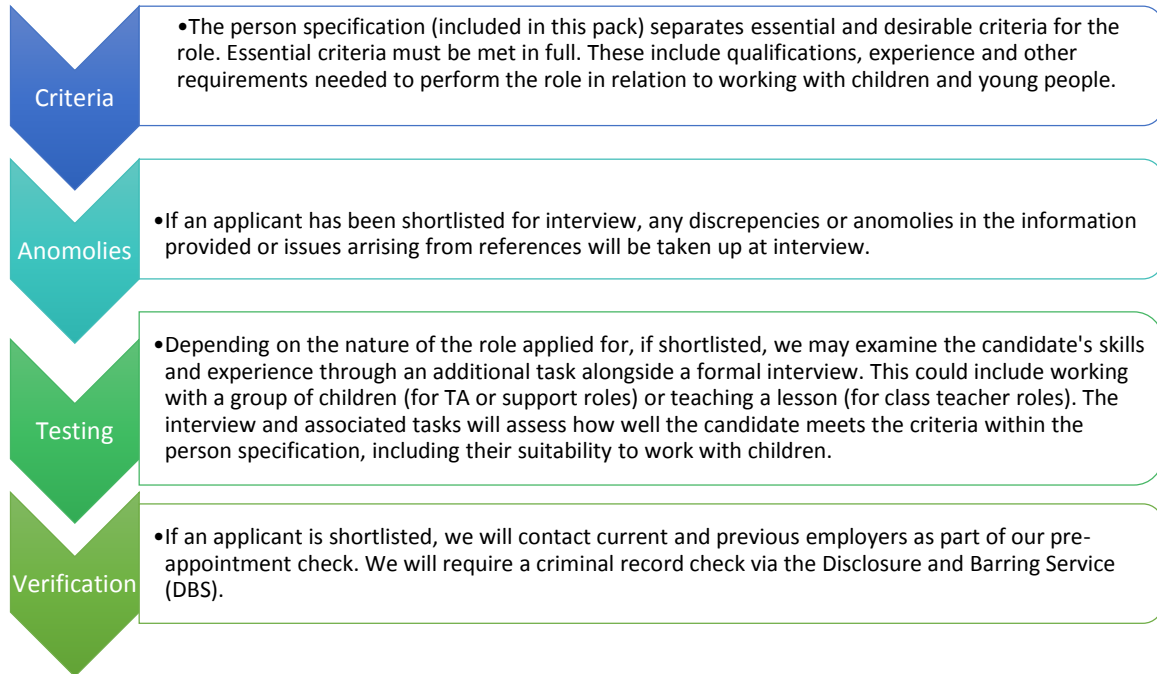
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

SELECTION PROCESS

As a school we are committed to safeguarding children and ensuring we recruit suitable staff to work in our school. Please see below for an outline of how we select and appoint staff to work in our school.



If you would like to apply for this role, please do so via the online application form at Kent Teach.

Please call the school office on 01580 713249 if you have any queries about this role.



REFERENCE PRO FORMA

Please note, references will be taken up prior to interview, if a candidate is shortlisted for the role. One referee should be from a candidate's current or most recent employer. Please see below for our reference pro-forma. References will only be accepted from employers using this template.

STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM

1. APPLICANT'S NAME AND POSITION APPLIED FOR

Applicant Name:

Post applied for:

2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION

a) In what capacity did you employ the applicant?

b) Dates of the applicant's employment with you:

(MONTH/YEAR)

From

To

c) How long have you known the applicant?

d) In what capacity do you know the applicant?

e) Main duties and responsibilities of applicant's role with your organisation:

f) How would you assess the applicant's performance in their work with your organisation?

☐ Outstanding ☐ Good ☐ Satisfactory
☐ Requires improvement ☐ Very poor

Comment:

g) Please provide details of any areas needing improvement and any action taken or support provided:

h) Why did/does the applicant leave/wish to leave your organisation?

3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]

[The Equality Act 2010 prohibits prospective employers from asking about a candidate's health, sickness record or health-related matters prior to making an offer of employment]

Please give details of absences unrelated to sickness in the applicant's most recent two years of employment with you:

a) How many days of absence from work did they take in total?

DAYS / DETAILS

b) How many episodes of absence did they have?

PERIODS / DETAILS



4. SALARY & SERVICE

Most recent salary scale		Additional payments type	
Most recent scale point		Additional payments value	
Most recent gross annual salary		Length of continuous service	

5. SUITABILITY FOR THE POST APPLIED FOR [PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]

Do you believe the applicant has the ability and is suitable to undertake the position applied for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you re-employ the applicant? (If No, please give reason briefly)	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE [YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]

a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are "expired") or are they subject to any investigation or disciplinary process that is still current? If Yes please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. PERSONAL EVALUATION

	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Plans, structures and prioritises own work					
Learns from situations and past experience					
Able to work on own initiative					
Attention to detail					
Works hard to achieve objectives and goals					
Resilience under pressure					
Interaction and relationships with children					
Interaction and working relationships with other adults					
Ability to work as a member of a team					
Actively seeks solutions to problems independently					
Refers problems upwards when appropriate					
Seeks ideas for improvement					
Focuses on benefits to both self and others					
Professional and personal values, integrity & honesty					
Punctuality and commitment					



8. TEACHING POSTS ONLY	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Teaching ability (with reference to Teachers' Standards)					
Lesson planning & preparation					
Classroom & behaviour management					
Initiative and leadership					
Interest & willingness to undertake extra-curricular activities					
Subject leadership					

9. ADDITIONAL COMMENTS

10. DETAILS OF THE PERSON COMPLETING THE FORM

Name: _____ Position: _____

Organisation: _____ Tel No: _____

Signed: _____ Email: _____

Date: _____

Please return with organisational stamp/ headed paper. Use clearly marked continuation sheets if necessary.

Thank you very much for your prompt help and cooperation.