



Cygnus Academies Trust

Job Description: Senior Family Support Manager – KR7

School: The Brent Primary School
Grade: Kent Range 7
Responsible to: Line Manager

Purpose of the Job:

To engage with parents / carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils. To assess, implement and monitor action plans to support individual students. To liaise with and undertake referrals to other agencies as appropriate.

Key duties and responsibilities:

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication
2. Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child's progress
3. Provide advice and guidance to parents / carers to reinforce their self esteem and ability to provide good parenting
4. Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
5. To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this
6. To undertake assessments, develop and monitor action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning
7. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school – including liaising with other agencies to plan and develop family related activities
8. To signpost families to sources of advice and undertake referrals to other agencies as appropriate as directed by the Headteacher

9. To develop and promote partnerships with other agencies to ensure pupils and families are able to access appropriate supports
10. To support individual students and their families following exclusion from school to ensure appropriate strategies are in place to assist their reintegration to the school
11. Produce written reports and maintain records to ensure that informed decisions are made regarding the child's welfare.
12. Liaise with the school's child protection officer to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity
13. To supervise and facilitate supervision / team meetings for other staff undertaking family support duties.
14. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification: Senior Family Support Manager – KR7

	CRITERIA
QUALIFICATIONS	Knowledge and skills equivalent to national qualifications level 3
EXPERIENCE	<p>Previous experience of working with children and families in the public, private or voluntary sector</p> <p>Experience of facilitating groups</p> <p>Experience working within a multi agency environment</p> <p>Supervisory experience</p>
SKILLS AND ABILITIES	<p>Excellent communication, listening and observation skills</p> <p>Ability to deal with difficult/sensitive situations</p> <p>Ability to manage confidential information</p> <p>Organisational abilities and accurate record keeping skills.</p> <p>Ability to facilitate parenting skills.</p> <p>Good inter-personal skills</p> <p>High level written communication skills – including report writing</p>
KNOWLEDGE	<p>Sound knowledge and understanding of child growth and development</p> <p>Knowledge of the parenting needs of children</p> <p>Knowledge of barriers to learning</p> <p>Knowledge of the working practices and referral processes of relevant external agencies</p> <p>Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting</p>