

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	The Bridge Alternative Provision
<b>POST:</b>	Family Engagement Officer
<b>GRADE OF POST:</b>	GR07
<b>RESPONSIBLE TO:</b>	Leader Mental and Physical Health Recovery

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### **JOB PURPOSE:**

This job contributes to the Directorate's main goal which is to help all children and young people to:

- thrive and make the best use of their talents;
  - live healthy and safe lives;
  - be confident and caring individuals;
  - know and receive their rights.
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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

Under the guidance of the Leader MAPHR:

- To support the vision, ethos and policies of the local authority's inclusion strategy and support the Head of Inclusion in the development and implementation of the Inclusion's Policy for children in The Bridge Alternative Provision;
- Implement a family engagement programme across the Bridge and contribute to its ongoing development.
- Provide timely advice and support for pupils and parents experiencing behaviour, emotional and social difficulties (including mental health) as they aim to reintegrate into mainstream school.
- Ensure parents are acquire the skills and strategies to fully support their child's progress
- Facilitate and deliver parent programmes and events to develop strong links with multi-agency teams and community networks to support reintegration
- Prevent relapse and disengagement through monitoring, regular reviews and appropriate action implemented, as and when necessary;
- Liaise closely with school based professionals and multi-agencies ensuring successful reintegration and improved long-term outcomes for the young person and family;
- Coordinate whoel school work around and towards IIFs accreditation

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or IAA and Safeguarding Team.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification Family Engagement Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 or equivalent experience in the related field of work.</li> <li>• First Aid training or willingness to undertake relevant training.</li> </ul>	(Yes)	Application form and production of original qualification certificates.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing support to parents and children in difficult situations and/or complex settings.</li> <li>• Knowledge of support programmes in Social and Emotional Development /Well-being.</li> </ul>	(Yes)  (Yes)	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and ability to communicate with families.</li> <li>• Develop effective relationships with school staff, community groups and other agencies.</li> <li>• Full driving licence and have access to a motor vehicle for work.</li> <li>• Ability to communicate through the medium of Welsh</li> </ul>	(Yes)  (Yes)  (Yes)	Interview, application form and selection process.