

Job Description

DIRECTORATE:	Early Years and Young People Directorate
DEPARTMENT:	Schools
POST:	Family Engagement Officer - Schools
GRADE OF POST:	GR07
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

To support the school in becoming more community focused by working with disadvantaged families and engaging them in the learning process.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To develop and implement a family engagement and learning programme, including parent/carers forums / support groups and ensure that targeted families access these opportunities. This may include cooking, physical exercise and activities to improve literacy/numeracy.
- Work with targeted families to engage in the learning process and life of the school. Strengthening links with parents/carers and the wider community to reduce the impact of poverty and disadvantage on educational attainment.
- To work and liaise with a range of professional agencies, Social Services, Educational Psychologists, Welfare Service etc to facilitate integrated working and improve long term outcomes for children, young people and their families.
- To prevent relapse and disengagements by tracking and monitoring of attendance, undertaking regular reviews and implement appropriate action when necessary.
- To ensure that all activities undertaken are monitored /evaluated to meet grant funding requirements / performance measures.
- To undertake home visits where required to support new nursery families and to tackle attendance issues.
- To work closely with external organisations (Bridgend College, Action for Children, Communities 1stetc) to facilitate intervention, strategies to support and to develop personal skills.

- To contribute to the work carried out by the School and carry out other duties required to mitigate the effects of child poverty on educational attainment.

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 Children's Safeguarding Assessment 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 criminal records check through the Disclosure & Barring Service (DBS).

PERSON SPECIFICATION

Family Engagement Officer - Schools

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
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ Level 3 for Teaching Assistants or equivalent or demonstrable experience. Registration with the Education Workforce Council 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working in or with schools. Experience of working with or caring for children and young people. Experience of supporting and working with disadvantaged children, young people and their families. Experience of multi-agency working. Experience of running family engagement / wellbeing activities such as Reading Cafes, Get Cooking, Helping Hands, The Place, positive parenting etc. Monitoring and evaluating experience. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, reference and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills required, with an ability to effectively engage with families, especially those that are difficult to engage in their children's learning and school based activities. Able to develop effective relationships with school staff, BCBC departments and other agencies. 	<p>Yes</p> <p>Yes</p>	Interview, application form, reference and selection process.

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