
Family Support Worker - Offsite Provision and Fair Access Coordinator

Grade 6 (FTE £30,024)

38 weeks + 5 INSET days. 35 hours per week.

Core purpose:

- To build and maintain positive working relationships with parents and carers across Gloucestershire, providing family and student support as needed, either as part of multi-agency plans or school agreed actions
- To oversee the provision for students accessing an offsite learning package; ensuring that provision is in place, monitoring attendance and safeguarding and making regular contact with students and families to ensure a strong relationship is established with the school.
- To work with students and their families, mainstream schools and the Local Authority to support transitions out of Altus through the Fair Access Protocol.

Responsible to: Senior Leader, Designated Safeguarding Lead/Mental Health & Wellbeing

Main Duties and responsibilities:

- To build and maintain effective working relationships with families, undertaking home visits, providing advice, support and guidance to parents/carers when dealing with difficulties e.g. financial hardship, behaviour, attendance.
- To complete referrals and liaise with a range of professionals to support any additional identified needs of students and families.
- To provide administrative and family support when students attend offsite provision, completing paperwork and supporting students to engage
- To monitor student attendance and engagement with the offsite package, updating school records and following up with parents/carers and the student if there is non-engagement
- To oversee the safeguarding arrangements for any young person engaged in the mentoring programme, liaising with the mainstream school, acting as the first point of contact for other professionals, sharing information with the school's Designated Safeguarding Lead and attending any meetings as required
- Keep accurate records online as part of the child's school or safeguarding records.
- To attend initial and review FAP transition meetings at the receiving school, keeping detailed notes and updating student records, school staff as needed
- To support the child and their family with the transition to their new school, including helping the child to attend, visiting during the agreed transition period.
- To liaise with key staff at Altus regarding the progress of the FAP.
- To undertake any other reasonable duties requested by the school
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed rigorously.

Special Conditions

- This position is subject to an enhanced Criminal Records Bureau check and you will be asked to apply for a disclosure certificate if you are offered the position.
- The postholder will be required to drive as part of their role and must be willing to transport students and families as needed

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
A relevant, recognised qualification e.g. Diploma in Childcare, NVQ Level 3 for Teaching Assistants		D
Other relevant training e.g. Team Teach, Safeguarding, first aid		D
Knowledge, skills and behavioural attributes		
Knowledge and understanding of students' barriers to learning	E	
Skills in working in a trauma informed, relational and restorative way with young people	E	
Ability to remain calm and empathetic under pressure or when supporting challenging behaviours	E	
Ability to work in an inclusive and non-judgemental way.	E	
Basic understanding and use of technology e.g. internet, email, Microsoft office	E	
Knowledge and understanding of the SEND Code of Practice, including the Graduated Pathway		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to work independently in a range of settings and at times unsupervised.	E	
Experience		
Significant experience of working with children and/or families	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Level 2 Safeguarding and Child Protection training		D
Other		
Driving license and willing to drive students/families	E	