



### Job Description

<b>Role Title</b>	<b>Typically reports to</b>	
Inclusion Manager	Headteacher or designated member of staff	
<b>JE Code</b>	<b>Grade</b>	<b>Date of profile</b>
E207	7	13/03/24

#### **Purpose of the role (job statement)**

- The post holder will be responsible for the creative development and delivery of family support services within a designated locality.
- The aim is to assist parents/carers, children and young people to achieve positive outcomes in health, education and future development.
- This will entail the delivery of individual or group support to parents/carers, children and young people.
- The posts are critically focussed on empowerment and facilitating increased confidence and self-esteem in parents/carers, children and young people.

#### **Main Duties:-**

##### **Organisation**

- To respond to referrals from the Children's Centre's Request for Services Panel for short - term task centred work in order to effectively respond to the needs of parents/carers, children and young people.
- To work proactively with colleagues and professionals in health, education, voluntary, private and community sectors to provide integrated packages of support to parents/carers, children and young people.
- To contribute to the development and delivery of a range of workshop experiences identified by parents/carers to enhance their parental skills and knowledge.
- To identify gaps in service delivery and engage communities and other professionals in effective collaboration towards positive solutions.
- To identify and engage relevant networks of support to facilitate community development services to meet local need.
- To contribute to relevant information and advice systems in order to maintain consistent avenues of communication with parents/carers, children, young people and other professionals.
- To manage an appropriate caseload under the supervision of the Team Leader, Family Support Team.
- To work with staff to update individual learning plans
- To provide CPD for staff within school

#### **Responsibilities:-**

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and
- performance development, as required.



Person Specification – Family Support Worker				
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A	
<b>Skills Knowledge Aptitudes</b>	• Suitability to work with children	E	A I	
	• Committed to safeguarding and promoting the welfare of children and young people	E	A I	
	• Committed to making a difference to the lives of young people	E	A I	
	• Ability to relate to and promote the ethos of the college	E	A I	
	• Calm, purposeful approach	E	A I	
	• Self motivated and enthusiastic	E	A I	
	• Adaptable, flexible and creative in a range of working demands	E	A I	
	• Approachable and sensitive to the needs of staff, students and parents	E	A I	
	• Resilient in stressful situations	E	A I	
	• Discrete and aware of issues of confidentiality	E	A I	
	• To have good attendance and punctuality records	E	A I	
	• To be willing to undertake further professional development	E	A I	
	• Ability to write good quality professional reports and effective recording skills	E	A I	
	• Excellent organisational skills	E	A I	
	• Observational skills	E	A I	
	• Experience of working proactively with families to achieve positives outcomes	E	A I	
	• Ability to work effectively in partnership with colleagues and professionals across a wide spectrum	E	A I	
	• Ability to engage with communities to identify need and empower participants	E	A I	
	• I.T Skills	E	A I	
	• Excellent oral and written communication skills	E	A I	
	• Ability to embrace new skills	E	A I	
	• Ability to relate to teachers, other professionals, parents and students	E	A I	
	• Ability to work as a member of a team and on own initiative	E	A I	
	• An understanding of social exclusion.	E	A I	
	• The ability to target excluded families and monitor services	E	A I	
	<b>Qualifications and Training</b>	• Current NVQ level 2 in English and Maths or equivalent and willingness to work towards NVQ level 4 or degree equivalent in relevant discipline/job role	E	A
	<b>Experience</b>	• Experience of working holistically with children, families and young people.	E	A I
		• Experience in delivering parenting programmes.	E	A I
• Experience of working with children in need within the context of the Children Act 2004		E	A I	



	<ul style="list-style-type: none"> <li>• Experience of working in a multi-disciplinary environment.</li> <li>• Experience of working towards specific targets/ outcomes/ performance indicators</li> <li>• Experience of working with children within a childcare or group setting</li> <li>• Experience of working as part of a team/partnership working</li> <li>• Experience of direct work with children and families in disadvantaged areas</li> </ul>	E E E E E	A I A I A I A I A I
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to work on own initiative and as part of a team within minimal supervision.</li> <li>• Able to empower parents in an appropriate way.</li> <li>• A friendly, positive and flexible approach.</li> </ul>	E E E	A II A I A I

**Conditions of Service**

National Joint Council

**Signature of post holder** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signature of headteacher** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.



**Inclusion Manager**

**GRADE: 7**

**REPORTS TO: Assistant Head Teacher / Deputy Head Teacher**

The Governors of our school are seeking to appoint an Inclusion Manager to work 5 days per week based across school. This is a very exciting opportunity for our school as the successful candidate will set up and lead an onsite unit to support students from nursery to year 6 for variable periods to support our drive of high expectations

The successful candidate will be highly motivated and enthusiastic, able to work in a variety of settings and flexible on a day-to-day basis.

This post is fixed term until the 31st of August 2025, full time (37 hours per week) and term time only over 195 days. Start date is as soon as possible.

We welcome applications from ambitious candidates, keen to make a difference to our school community.

Further details and an application pack can be downloaded from the vacancies section on the Christ Church Primary School CofE website  
[https://www.christchurchprimary.org.uk/web/current\\_vacancies/659162](https://www.christchurchprimary.org.uk/web/current_vacancies/659162)

Interested candidates are welcome to tour the school. If you wish to have an informal discussion about this post or arrange a tour of the school, please contact: George Mann, School business manager [office@christchurchps.org.uk](mailto:office@christchurchps.org.uk) or ring 0191 2570323

Closing Date: 12 noon Monday 15<sup>th</sup> April

Candidates who have not been contacted by Friday 19<sup>th</sup> April may assume they have been unsuccessful.

Interviews will take place: week commencing 22<sup>nd</sup> April

Applications should be returned to: [office@christchurchps.org.uk](mailto:office@christchurchps.org.uk)

Please note that CVs will not be accepted.