

## Job Description

|  |
|--|
| Establishment: <b>Heanor Gate Science College</b>  |
| Post Title: <b>Family Well-being Leader</b>  |
| Grade/Pay Range: <b>NJC Point 9-14</b>   |
| Hours/weeks: <b>37 hours per week; 43 weeks per year</b><br><b>2 weeks during summer holidays</b><br><b>1 week during Easter holidays</b><br><b>5 days during the remaining half terms</b> |
| Reporting to: <b>Assistant Principal/Designated Safeguarding Lead</b>  |
| Department/Team: <b>Inclusion and Intervention: Well-being Team</b>  |

### OVERALL PURPOSE OF THE POST

A family well-being leader will offer practical help and emotional support to children and families experiencing short or long term difficulties. The focus of the role will be to take a lead on providing support to families, empowering them to address various challenges, reducing problems and risks and, in some cases, helping to make sure that children remain with their family. As a school, our primary interest is that of the children in our care. However, a holistic approach to supporting the family's need has to be considered in order to ensure the children at Heanor Gate are fully supported.

The role may involve helping parents and children with a range of social and personal issues and the support required will vary depending on the needs of the family being helped.

The challenges faced by the families you support could relate to:

- anti-social behaviour and criminal activity, such as a parent in prison
- behaviour and social interaction
- bereavement and caring responsibilities
- bullying
- domestic violence and abuse
- drug and alcohol addiction
- education and learning
- housing and homelessness
- language barriers
- marital discord, separation and divorce, including care orders
- parenting skills
- physical and mental health issues, disabilities and learning difficulties

### MAIN DUTIES AND RESPONSIBILITIES

1. Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan.
2. Work term time only for a 37 hour week.
3. Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
4. Comply with policies and procedures relating to child protection, security, confidentiality and data

protection, reporting all concerns to an appropriate person.

5. Participate in appropriate meetings with staff and senior management.
6. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
7. To adhere to school policies on equality and diversity.
8. Use all Trust standard computer hardware and software packages where appropriate.

### GENERAL DUTIES AND RESPONSIBILITIES

1. To work independently and with other members of the faculty to develop secure knowledge on how to support vulnerable children and their families
2. Lead on support programmes for families in a range of areas
3. Provide particular and skilled support to pupils with complex emotional, behavioural, communication and social needs
4. Work with and have accountability of student's well-being, for all students on a caseload
5. Working with individuals or small groups of children under the direction of the safeguarding lead
6. Understand the different challenges that face young people as they grow up
7. Implement planned learning activities/teaching programmes, adjusting activities according to pupils' responses as appropriate
8. Establish positive relationships with supported pupils
9. Promote positive pupil behaviour in line with school policies
10. Monitor and record work completed with young people, drawing any problems which cannot be resolved easily to the attention of the teacher/line manager
11. To attend to pupils' personal needs, including help with social, welfare, physical and health matters, including minor first aid
12. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
13. Assist with escorting pupils on educational visits
14. Attend relevant training and take responsibility for own development
15. Attend relevant school meetings as required
16. To respect confidentiality at all times
17. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
18. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally changes of a permanent nature shall be incorporated into the job description in specific terms in liaison with the line manager
19. Work in a professional manner and with integrity and maintain confidentiality of records and information
20. Maintain up to date knowledge in line with national changes and legislation, as appropriate to the role
21. Be aware of and comply with all Trust policies, including in particular Health and Safety and Safeguarding
22. Participate in the Trust Appraisal process and undertake professional development as required
23. Adhere to all internal and external deadlines
24. Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies, as appropriate to the role

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

## Person Specification

|  | Essential   | Desirable |
|--|---|-----------|
| <b>Qualifications and Experience</b>   |   |           |
| <ul style="list-style-type: none"> <li>Recent experience of working with young people</li> <li>Working with students on supporting their emotional well-being</li> <li>Leading small groups of students on your own</li> <li>Good standard of education, especially with regard to literacy and numeracy skills</li> <li>GCSE maths and English grade C or equivalent</li> </ul>   | E<br>E<br><br>E<br>E  | D         |
| <b>Knowledge and Skills</b>  |   |           |
| <ul style="list-style-type: none"> <li>Ability to work calmly under pressure</li> <li>Ability to communicate clearly, both orally and in writing, appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals</li> <li>Ability to work collaboratively with others</li> <li>Ability to building and forming good relationships with students, parents/carers, outside agencies and colleagues</li> <li>Ability to work within school based systems and specified timelines</li> <li>Ability to proficiently use office computer software, including word processing, spreadsheets, databases and internet systems</li> <li>Academy procedures</li> </ul>  | E<br>E<br><br>E<br>E<br><br>E<br>E<br><br>E                         |           |
| <b>Personal Attributes</b>   |   |           |
| <ul style="list-style-type: none"> <li>Excellent interpersonal skills with the ability to maintain strict confidentiality</li> <li>A diplomatic and patient approach</li> <li>Initiative and ability to prioritise own work and that of others to meet deadlines</li> <li>Efficient and meticulous in organisation</li> <li>Able to follow direction and work in collaboration with the leadership team</li> <li>Able to work flexibly, adopt a hands on approach and respond to unplanned situations</li> <li>Inclusion and a positive "can do" approach to learning</li> <li>Ability to evaluate own development needs and those of others and to address them</li> <li>Commitment to the highest standards of child protection and safeguarding</li> <li>Recognition of the importance of personal responsibility for health and safety</li> <li>Commitment to the Trust's ethos, aims and whole community</li> </ul> | E<br>E<br>E<br><br>E<br>E<br>E<br><br>E<br>E<br><br>E<br>E<br><br>E |           |