

**St. Helen’s Primary School – Job Description**

**Inclusion and Family Support Assistant**

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| **Name** |  |
| **Post Title** | Inclusion and Family Support Assistant |
| **Main purpose of the job** | To assist and support the Social Inclusion Officer/PSA and the leadership team of the school in impacting on pupil and whole family wellbeing. This specifically includes:   * Attendance * Leading group sessions * 1:1 work with both families and pupils * Assisting in multi-agency partnership work |
| **Key Responsibilities** | |
|  | * Where required deputise for the Social Inclusion Officer * Attend multi-agency meetings to provide and discuss supporting information if required * Provide and discuss information regarding pupil/family circumstances to SLT to enable the planning of appropriate intervention and support packages * Signpost families to appropriate sources of advice and guidance * Undertake home visits to support and guide children and families with inclusion/social problems where interventions are indicated * Assist Social Inclusion Officer/PSA in maintaining effective contact and communication with parents/carers and families where support and interventions are indicated and/or ongoing * Mentor and support children in individual and group scenarios * Engage with a client group experiencing barriers to learning such as exclusion, low self-esteem and behavioural issues as a result of ‘ACE’ * Work alongside the ‘Well-being Team’ within school to improve outcomes for pupils and families * Liaise closely with ‘Nurture Provision’ pupils and their families * Assist Social Inclusion Officer/PSA with identification of instances of poor attendance requiring intervention * Escort children to and from school as necessary * Assist Social Inclusion Officer/PSA in the delivery of ‘parenting programmes’ * Support the school in the application of inclusion procedures and carry out administrative tasks where necessary * Following advice and support, implement school action plans with parents/carers and provide feedback to teachers/SLT and Governing Body * Access and update computerised records/management information systems and attendance databases to support work carried out * Undertake typing, letter writing, word processing and other IT based tasks * Undertake routine administration * Operate office equipment |
| **Indicative knowledge, skills and experience** | * Experience of working with families and children * Good English and communication skills * Further qualifications that support working with families and pupils   *(Working at or towards national occupational standards (NOS) for supporting teaching and learning and knowledge/skills/experience equivalent to current learning, development and support services (LDSS) for children, young people and those who care for them national qualifications level 3 or equivalent)*  Knowledge of policy, procedures and legislation relating to child protection, safeguarding and health and safety |
| **School Ethos** | * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/vision/aims of the school * Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role * Share expertise and skills with others * Participate in training and other learning activities and performance management as required * Recognise own strengths and be willing to develop weaker areas * Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory * Within a responsibility of a duty of care comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be an effective role model for pupils by demonstrating and promoting positive values, attitudes and behaviour expected from pupils |

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| **Agreed: Date:**  **Signed: ---------------------------------------------------- Post Holder**  **Signed:----------------------------------------------------- Headteacher**  *The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription, terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.* |