**SUMMARY OF MAIN DUTIES / RESPONSIBILTIES**

# Job Title: Education and Family Support Lead (EFSL) (non-teaching)

## Job Purpose:

**To support our students and families to engage with education.**

We are looking for a committed and empathetic person to work with families within the Mendip Area. An encouraging and positive personality, flexible approach and excellent communication skills are crucial for this post. You will be required to work alongside school staff in supporting parents, families and children in a variety of ways. Experience of delivering individual or group based support and experience in working with children and families would be of benefit. You will provide ‘Early Help’ advice and guidance to parents and students to help improve attendance and provide signposting to parents for support from other agencies. The work of the EFSL will allow children and families to feel supported and will ensure effective outcomes in terms of improving attendance, mental health, wellbeing, relationships and home and school circumstances for many of our families.

### Core responsibilities:

1. **Act as school attendance officer**. The attendance officer is responsible for:
* Monitoring and analysing attendance data, identifying areas of focus for improvement
* Providing regular attendance reports to school staff and senior leaders
* Investigate the circumstance behind absence and complete Attendance Action Plans
* Work with Education Engagement Service to tackle persistent and severe absence
* Advising the headteacher when to issue fixed-penalty notices
1. **Provide targeted ‘Early Help’, advice and guidance to parents in times of difficulty.**
* Advising families on how best to support their son/daughter on attending and engaging with school. Monitoring the progress of student’s attendance and liaising with the designated senior leader responsible for attendance.
* Chair Team Around the Child meetings and act as lead professional for Early Help.
* Provide signposting to parents for external support.
* Liaise with agencies such as Education Engagement Service, Family Intervention Service and Children’s Social Care.
1. **Post 16 transition.**
* Under the guidance of the Careers/Post 16 co-ordinator, support the transition of students to post 16 destinations, ensuring integration of students into new establishments or the workplace (this involves some working during the summer break).

## Requirements of role:

Attendance and student / family support

* To enable our students to progress holistically through supporting them and their family
* To create short pieces of work then help to build the capacity of families facing challenge
* Develop and apply knowledge and understanding of pupils’ learning needs to support their engagement with school
* Promote the development of key skills and independence for pupils
* Participate in lunch and break time duties, actively engaging with pupils during break time activity where possible
* Be willing to use own vehicle to transport, students, parents and staff if required

Ensuring pupils’ emotional well-being

* Establish positive relationships with all pupils and promote the inclusion of all.
* Seek to ensure the promotion and reinforcement of pupils’ self-esteem and the development of positive strategies to manage their emotions effectively.
* Seek to develop pupils’ respect for diversity and difference.
* Be committed to the safeguarding of pupils.

Professional development

* Participate in staff meetings and undertake professional development within contracted hours or outside normal hours by agreement.
* Use skills, knowledge and experience to support the continuing professional development of others.
* To undertake training as required for the role

Pupil Wellbeing

* Establish positive relationships with all pupils and promote the inclusion of all.
* Seek to ensure the promotion and reinforcement of pupils’ self-esteem and the development of positive strategies to manage their emotions effectively.
* Be committed to the safeguarding of pupils.

Professional Attributes

* Reflective and creative.
* Solution focussed and flexible.
* A positive team member who is reliable and consistent.
* Emotional resilience and the ability to remain calm under pressure.
* Empathic towards the pupils and their families and the challenges they face.
* Passionate about enabling all pupils to overcome barriers to learning and achieve success.
* High expectations of yourself and also your colleagues.
* Professional conduct at all times and including maintaining confidentiality.
* Ability to make holistic assessments and work with children, young people and their families to devise action plans linked to assessed needs.