

## Job Description

<b>Job Title:</b>	<b>Family Advocate</b>
<b>Contract:</b>	<b>37 hours per week, term time plus 4 weeks holiday working [43 working weeks]</b>
<b>Payscale:</b>	<b>12-16</b>
<b>Responsible to:</b>	<b>CEO/ Heads</b>

The duties below are neither exclusive nor exhaustive and the postholder may be required by the CEO/Head of School to carry out appropriate duties within the context of the job, skills and grade.

Duties will inevitably develop and change as the work of the GLC changes to meet the needs of our community. Employees should therefore expect periodic variations to job descriptions. The academy reserves this right. This job description will be supplemented on a regular basis by individual objectives as part of the appraisal process derived from the GLC Development Plan.

### Job Purpose

- Work in partnership to identify and support targeted families, providing practical advice, emotional support, encouragement and challenge that has a positive impact on their child's ability to access education and improve their life opportunities.
- Targeted families may include: families who have been identified as needing additional support (home management, financial, parenting, life circumstances which could include disability, special education, mental and/or physical wellbeing).

### Specific Duties

- To work in partnership to identify and support families especially at key transition points (from reception to Year 1, from primary to secondary school).
- Identify and overcome barriers to accessing appropriate local universal and targeted services for families.
- Assist with the development, implementation and evaluation of Family Support Plans.
- Maintain daily contact with assigned families to support, assist and enable them to meet the targets as set out in the Family Support Plan, gradually removing support when deemed appropriate.
- To assist in planning, organising and facilitating participation at family workshops and access to services.
- Provide objective, sensitive and accurate feedback to families.
- To ensure that the child is at the center of the Family Support Plan and remaining focused on supporting them to overcome barriers that will allow them to have better life opportunities.
- Establish and maintain appropriate records and produce evidence-based reports.
- Develop effective partnerships with other practitioners and partners to deliver effective interventions and support for children and families.
- Adhere to the GLC policies and processes.
- Be involved in leading and facilitating extracurricular and holiday provision activities across the GLC. Be involved in the wider life of the GLC e.g., open days, presentation evenings, parents evening.
- Ensure that all statutory obligations in regard to the children are followed and adhered to.
- Carry out any other duties as may be reasonably requested by the CEO or Heads of School.

## General Accountabilities

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc. the school's Health and Safety Policy and all locally agreed safe methods of work.
- To work with colleagues to achieve development plan objectives and targets.
- To actively participate in CPD and contribute to the identification of own development needs.
- 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
- To respect confidentiality at all times

The GLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.

An enhanced DBS\* disclosure is required by all staff.

## Signatures:

**Line Manager:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Person Specification: Family Advocate

	Essential	Desirable
<b>Qualifications</b>		
O levels/ GCSE level	✓	
Relevant level 2 qualification	✓	
Relevant level 3 qualification		✓
<b>Experience</b>		
Experience of working in a primary and/or secondary school setting		✓
Experience of working with children		✓
Experience of working with families		✓
Experience of working with different agencies and services		✓
<b>Professional Knowledge, Understanding, Skill and Abilities</b>		
A clear understanding of the skills and attributes involved in providing effective support for parents, children and young people	✓	
Able to support and assist children, young people and families in school, the community and their home settings	✓	
Able to create a friendly, approachable and confidential point of contact for families	✓	
Able to provide support and advice for staff [including the Head of School] particularly when dealing with vulnerable families	✓	
Able to use assessment and data accurately to monitor and evaluate the attainment and progress of pupils	✓	
Able to use resources creatively, including ICT, school spaces and the wider community	✓	
Able to demonstrate a thorough understanding of Child Protection and safeguarding policies, procedures and legislation	✓	
Able to liaise effectively with other staff and services to support the needs of learners and their families	✓	
Ability to help learners and families to develop personal and social skills that promote lifelong learning	✓	
<b>Personal Qualities</b>		
Able to engage parents with patience and understanding in a non-judgemental way in order to encourage their close involvement in the education of their children	✓	
Flexible approach to work with the ability to adapt well to different situations	✓	
High level of communication skills both orally and in writing	✓	
Excellent organisational skills in order to manage own work load effectively and respond swiftly to tight deadlines using strong	✓	
To be able to demonstrate good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with the policy	✓	
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