



## Imberhorne School

### Role Profile

#### Job Details

<b>Job Title:</b>	Family Engagement Officer
<b>Salary/ Grade:</b>	NJC Grade 8
<b>Hours:</b>	37 p.w
<b>Contract Type:</b>	Permanent/ Fixed Term
<b>Reporting to:</b>	Assistant Headteacher

#### Main purpose

The Family Engagement Officer will:

Liaise directly with families, building strong relationships between home and school to encourage good attendance of student

Ensure that each child referred to them can benefit from the full range of educational facilities available at Imberhorne School, according to their age, aptitude, ability and special educational need

Support and help to manage the day to day running of safeguarding procedures in school.

#### Duties and responsibilities

##### Operational

- Work closely with the school attendance officer and the pastoral teams to monitor school attendance records, identify patterns of non-attendance, and investigate reasons for absences.
- Conduct home visits and meetings with students and their families to address attendance issues and understand underlying causes.
- Collaborate with relevant school staff, parents, and external agencies to develop and implement strategies to improve attendance.
- Provide guidance and support to students and families, offering interventions to address barriers to regular school attendance.
- Develop individualised plans to support students at risk of persistence and severe absenteeism

- Identify, track and support Emotionally Based School Avoidance (EBSA) students in collaboration with The Bridge and SEND team to support these students to engage with school
- Collaborate with external agencies including early help team, social services and mental health professional to access additional support for students and families.
- Work closely with the Traveller Education Service and be the first point of contact for the traveller and showmen families
- Maintain accurate records and documentation related to attendance, interventions, and support provided
- Stay informed about relevant legislation, policies, and procedures related to school attendance and child welfare, cascading these as appropriate to inform relevant professionals within school.
- Provide training and awareness sessions for school staff, parents, and students on the importance of regular school attendance and strategies to overcome barriers.
- Develop strong networks with other schools in the federation and beyond, West Sussex pupil entitlement and wider professional networks to share best practices and participate in joint initiatives to improve attendance and educational outcomes.
- Play a key role in transition working with our primary schools to identify vulnerable students and their families before they start at Imberhorne and establish positive relationships to improve engagement with the school
- Encourage parental participation by supporting parents' evenings and other whole school events.
- Report regularly to the Senior Leadership Team in order to review interventions and advise on latest inclusion practice

## **Safeguarding**

- To act as Deputy Designated Safeguarding Lead, promoting the safeguarding of children, ensuring compliance with Imberhorne School's Child Protection and Safeguarding Policies and Procedures.
- To uphold child protection through effective referral processes and in liaison with relevant agencies.
- To be the designated member of staff to liaise with the Early Help team in order to support our students and their families monitor the early help plans, child in need plans and child protections plans
- Track and monitor all students who are on Early, CIN or CP plans and ensure that all records are kept fully up to date using the agreed software, CPOM.
- Be available to attend safeguarding meetings and conferences where required and feedback to the relevant staff in school
- Keep up to date with all changes as policies are updated and deliver training to staff in school to ensure staff feeling confident supporting students.

## **Well being**

- Oversee the work of the counselling service and any other therapeutic service offered both in and through school, ensuring that robust system and processes are in place and followed.

- Work collaboratively with the Inclusion Manager to provide a holistic approach to supporting students and their families with the aim of improving outcomes for students.
- To be a Mental Health First Aid (MHFA) trainer, delivering training to other staff. Coordinate the deployment of staff who have training and expertise in MHFA to support students.

## **General**

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

### **Professional development**

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

### **Other areas of responsibility**

- The post holder will be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Equivalent of GCSE A-C in English and Maths	Essential
	A good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment etc. along with any relevant legislation.	Essential
	Professional qualifications and/or training relevant to working with students and their families.	Desirable
	A working knowledge of Safeguarding procedures and a commitment to the protection and safeguarding of young people. Commitment to completing safeguarding training to the appropriate standard for this role.	Essential
Skills and Knowledge	The ability to assertively and creatively engage families who may be resistant or harder to engage.	Essential
	The capability to support students and their families to identify areas for change and implement strategies to improve outcomes and build resilience.	Essential
	Skills and knowledge required to set up, review and maintain effective systems and processes	Essential
	Able to work effectively within a multi-agency team approach, sharing information appropriately and co-work with colleagues from a range of professional backgrounds and disciplines.	Essential
	Excellent numeracy and literacy skills, and a demonstrable ability to apply these across a range of detailed work tasks that require accuracy and attention to detail.	Essential
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.	Essential
	Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential