

# The Special Partnership Trust

*A community which aspires together*

**Delivered by:**

An ambitious, inspirational partnership of outstanding learning.

**Achieved by:**

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

## JOB DESCRIPTION

<b>Job Title:</b>	Family Liaison Worker & EHCP Co-ordinator
<b>Salary:</b>	£25,350 FTE (pro rata actual salary £22,189.34) 39 weeks, plus INSET plus 12 days to be worked during the holidays (41.4 week contract plus holiday entitlement – total 48.241 paid weeks per year)
<b>Base:</b>	Cury School, Churchtown, Cury.

<b>Main Purpose of Job:</b>
To work with pupils and their families to enable them to learn effectively and participate in home and school activities, assisting with accessing resources, lead on school attendance and create packages of support alongside the school pastoral team.
To act as DDSL and respond to safeguarding matters in accordance with School policies.

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To actively promote liaison between parents, school staff and other agencies, providing advice and support to develop the parent/school partnership and welfare of pupils</li> <li>• To advise on practical childcare and parenting skills, including how to meet the emotional needs of children</li> <li>• To lead on the schools restorative justice approach to behaviour management.</li> <li>• To take appropriate action and work with staff to address issues which have caused disaffection.</li> <li>• To support attendance at school by providing advice and information to parents, pupils or teachers</li> <li>• To coordinate, run and evaluate sessions with small groups of children and/or parents.</li> <li>• To provide support in coordinating, monitoring and evaluating relevant projects set up to support the pastoral needs of pupils</li> <li>• To maintain accurate records ensuring interventions are documented</li> <li>• To raise self-esteem and promote positive behaviour patterns to assist pupils with their education and growth</li> <li>• To liaise with administration staff to ensure the school website always provides current and relevant contact information for families</li> <li>• To liaise and support families with transfer times and the admissions process</li> <li>• To record and report pupil attendance and progress information to be able to demonstrate improvement</li> <li>• To support the Child in Care Co-ordinator and provide administration support, attending meetings as appropriate.</li> </ul>

- To complete and review all transport requests and liaise with the Local Authority to ensure that home/school transport is in place and successful
- To provide general admin support for the school as required
- To lead TAC meetings with lead professionals
- To organise and attend meetings with the Education Welfare Officer
- To attend Trust meetings where appropriate
- To be responsible for supporting, monitoring EHCP's for pupils throughout the school to agreed annual targets and meeting all statutory and legal requirements
- To liaise closely with the parents, carers and other professionals and to develop effective partnerships in the interests of the pupil
- To plan, coordinate and administer Annual Reviews, Transition Reviews and any in-year reviews and plan adjustments to reflect changes in child's needs or circumstances
- Take minutes of EHCP/AR meetings and produce reports and statistics for the Headteacher
- To act as first point of contact in relation to EHCP's, establish and maintain positive relationships with parents, carers and other partner services
- To attend all review meetings and update review documents appropriately
- To generate all Annual Review and School Report documentation in appropriate formats working in liaison with the Local Authority SEN Assessment Team and Placement Team, ensuring that deadlines are met
- To plan and develop the School EHCP timetable/deadline schedule, monitor and action completion of tutor comments, and proof read and distribute within strict deadlines
- To deal with issues relating to appeals and enquiries from parents
- To coordinate data effectively using Arbor as required
- To update the relevant colleagues and the school's computerised and systems with all necessary data for the Annual Review Process Including maintaining information relating to pupil records
- To update and maintain an overview and contacts of multi- agency involvement for all pupils.
- To ensure school systems are updated to reflect any changes.
- To maintain paper based and electronic filing systems and other general admin duties such as photocopying and archiving in relation to EHCP's
- To provide reception cover and general admin support as required

#### **General – applicable to all Trust roles**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

<b>Person Specification:</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<b>Education and Training</b>	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	A further qualification at Certificate or Diploma level  Thrive Practitioner or Trauma Informed Practitioner  Makaton / Augmented Assisted Communication	Application
<b>Skills and Experience</b>	<p>Relevant experience of work with families, including parents, pupils and other professionals and agencies</p> <p>Exceptional interpersonal skills, communication skills and a commitment to team working</p> <p>Ability to organise and run positive meetings between parents and pupils</p> <p>Ability to work in a collaborative way to manage the diverse needs of pupils and families</p> <p>An understanding of the needs of children and young people, particularly those with complex emotional, social, mental health, medical needs and behavioural difficulties</p> <p>Skills in mediation, negotiation and problem solving</p> <p>Confident and able to be assertive when necessary</p> <p>The ability to organise work and to take effective decisions while working under pressure</p> <p>Experience of administration work</p>	<p>Team Teach (Positive Handling) experience</p> <p>Experience of clerical work in a school or similar environment</p> <p>Previous experience in EHCP admin role or similar</p>	Application/ Interview
<b>Specialist Knowledge and Skills</b>	Demonstrates an awareness, understanding and commitment to the protection and	Knowledge of inter-agency provision which support schools and families	Application/ Interview

	<p>safeguarding of children and young people</p> <p>A good understanding of child development in particular special educational needs impact on this</p> <p>Knowledge and practical application of Microsoft 365 packages</p> <p>Accurate typing and minute taking</p>	<p>To be mental health literate</p> <p>Ability to work to increase the protective factors in the school culture to prevent adverse childhood experiences from becoming mental and physical health problems.</p> <p>Knowledge of CPOMS reporting</p> <p>Knowledge of ARBOR management information system</p> <p>Understanding and working knowledge of EHCP process</p>	
<p><b>Behaviours and Values</b></p>	<p>An understanding of how to respond to children who are vulnerable and in a state of distress in order to help them to develop strategies to improve self-regulation.</p> <p>An understanding of how to work effectively with parents.</p> <p>Able to demonstrate an awareness, understanding and commitment to equal opportunities</p> <p>Able to work in non-judgemental way</p>		<p>Application/ Interview</p>

<p><b>Special Conditions related to the post</b></p>
<p><b><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></b></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) Certificate with barred list information</li> <li>• Receipt of two satisfactory employer references one of which must be from your current or most recent employer</li> <li>• Satisfactory verification of relevant qualifications</li> </ul>

- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

### **Trust Benefits**

**Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:**

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing