



King's Academy  
Easthampstead Park

## Job Description: Family Support Advisor (FSA) & Welfare Support

**Location:** King's Academy Easthampstead Park (KAEP)

**Department:** Raising Standards

**Pay Grade:** KGA05 (points 6 to 9) – FTE £27,202 to £28,968, starting on £14.10 per hour

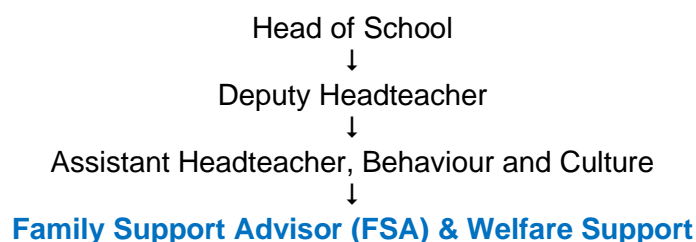
**Actual Starting Salary:** £20,071 per annum inclusive of London Weighting and Holiday Entitlement, plus a First Aid Allowance upon receipt of qualification

**Hours:** 32.5 hours per week, Monday to Friday, Term time only

**Core Hours:** 8.15am – 3.15pm including a 30 minute unpaid break to be taken flexibly

*Although most work will be during these hours some flexibility would be required for after school or evening meetings which you would manage within your working week in agreement with your Line Manager*

### Designation of Post and Position within Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

### Job purpose

- To support with student welfare.
- To develop good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities.
- To be proactive and inclusive in identifying needs; and support children and families with information, advice and guidance in parent-craft and children's upbringing.
- To investigate concerns raised by parents, students and teachers as agreed by the Head of School.
- To be part of school initiatives for targeting support for individual students or groups of students and their families with an emphasis on Pupil Premium students.
- To oversee the organisation and running of Parents' Evenings and other parental events, including overseeing the online parent booking system.

## Designation of post and position within the Department Structure

The post holder will work as part of the Raising Standards Team. The post holder will be directly linked to the Assistant Headteacher, Behaviour and Culture (the Deputy Headteacher, Raising Standards will retain strategic oversight).

## Main Duties and Responsibilities

- Establish and foster good relationships with all parents/carers of children at the school.
- To support within student welfare.
- Encourage involvement of all parents in the school and its activities.
- Build relationships with new parents and assist in induction sessions.
- Support students that join part way through the year, liaising with parents, organising tours and supporting students on their first day and first few weeks, organisation of timetables.
- Promote the self-esteem of parents/carers, and help them communicate openly and provide good parenting. Discuss, when necessary, in a confidential manner, difficulties at home.
- Support inclusive practice, focus work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families.
- Complete Early Help paperwork.
- Liaise with the Head of Year and, if necessary, the school's SENCO, Head of School, Child Protection Officer, Education Welfare Officer, or Behaviour Support Team (and other agencies) regarding issues that have arisen during the week and how to help and support the child and family move forward.
- Liaise with the Senior Leadership Team (SLT) / Head of Year (HOY) regarding key Pupil Premium students including making contact with home.
- Understand the impact of good attendance for the child, support with first day calls, and conduct follow up interviews with students who are late to school to remove barriers to engagement.
- Give pastoral support to students in school by talking through problems at regular times.
- Collect and collate appropriate work for key students absent from lessons/school.
- Share information on practical childcare and parenting skills.
- Be trained and facilitate group family support sessions using published materials.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to.
- Discuss with future secondary/past primary school (as appropriate and if necessary) the student's situation in a confidential manner to help the student progress.
- Liaise with other FSAs in feeder schools and be part of the Transition team at KAEP.
- Actively promote family support services provided.
- Keep effective records and provide data, as required, for school, Academy and Local Authority needs.
- Provide cover for team members with teaching responsibilities to enable them to attend meetings and training linked to their roles in school.
- Be a First Aider in school and respond when necessary.
- Participate fully in regular supervision sessions, staff appraisal and in-service training.
- Take part in the appraisal process in school, taking responsibility for your own professional development, undertaking training as appropriate.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- To undertake other duties appropriate to the grading of the post as required.

## Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

**KAEP**

It takes a whole community to raise a child

**KGA**

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

**Safeguarding**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to students are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

**Health, Safety and Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

**Equity, Diversity and Inclusivity**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

*Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.*

*We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.*

**Successful appointment would be subject to:**

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy  
Easthampstead Park

## Person Specification: Family Support Advisor (FSA) & Welfare Support

Key Criteria	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs including English and Maths</li> <li>Good standard of both spoken and written English</li> <li>First Aid qualification (training to be provided)</li> </ul>	<ul style="list-style-type: none"> <li>Work experience within a school or college environment</li> </ul>
<b>Competence Summary (Knowledge, abilities, skills and experience)</b>	<ul style="list-style-type: none"> <li>Working within a team to provide consistency and to reach agreed objectives</li> <li>Knowledge of issues affecting families and parenting needs of children</li> <li>Knowledge of available support services and referral routes</li> <li>Demonstrate experience of delivering individual or group-based support</li> <li>Knowledge of Pupil Premium students and reasons for designation</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>Relate to young people and adults in an empathetic manner</li> <li>Work with school staff to identify those families who need support</li> <li>Build relationships with students and their families</li> <li>Deal with difficult situations and/or individuals in a calm, fair but effective manner</li> <li>Support learning by giving constructive feedback and coaching</li> <li>Understand different professional roles and perspectives</li> <li>Use ICT effectively, especially Excel.</li> <li>Prioritise workload and work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>A good knowledge of the local community and school</li> <li>Experience of working with students, parents, staff and the local community</li> <li>Experience of multi-agency working, preferably including childcare, health and social care</li> <li>Experience of community/voluntary/parent/partner agency links</li> <li>Confident and knowledgeable about CAF processes</li> <li>Up-to-date knowledge and understanding of safeguarding matters</li> <li>Knowledge of special educational needs</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>Facilitate groups</li> </ul>
<b>Work related personal requirements</b>	<ul style="list-style-type: none"> <li>Empathy, Resilience, Persistence</li> <li>Excellent communication, listening and observation skills</li> <li>Ability to work confidentially and as part of a team and use own initiative when required</li> <li>Genuinely care for the wellbeing of children, parents and families</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be approachable and have empathy with people in a range of circumstances</li> <li>• A commitment to inclusive education</li> <li>• Work flexibly (including evenings, weekends and holidays, by prior agreement) and manage own time to best effect</li> </ul>	
<b>Other work requirements</b>	<ul style="list-style-type: none"> <li>• Able to identify training needs and participate in training and development activities to address these and share knowledge with others</li> <li>• First Aid qualification (for which training will be provided and an allowance paid upon completion)</li> </ul>	<ul style="list-style-type: none"> <li>• Full UK driving licence</li> </ul>
<b>Safeguarding and Child Protection requirements</b>	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	