**WREXHAM COUNTY BOROUGH COUNCIL**

**JOB DESCRIPTION**

**DETAILS OF THE JOB**

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| **JOB TITLE** | Community Focused Schools Officer | |
| **DEPARTMENT** | Education and Early Intervention Department | |
| **SERVICE/TEAM** | Prevention and Support | |
| **REPORTS TO (JOB TITLE & JOB ID)** | Youth Work in Education Manager | |
| **GRADE** | G06 | |
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| **IS WELSH ESSENTIAL or DESIRABLE FOR THE JOB (See Vacancy Management Form) - Criteria:** | | **Please indicate as appropriate - Insert a Yes (essential) or No (desirable)** |
| The post needs to assist welsh speakers – internal employees and/or service users | | No |
| Is this a post in which contact with the public is its primary function (external)? | | No |
| Is this a post providing a public service in a Welsh language community or will serve a Welsh speaking area (Rhos/Ponciau, Glyn Ceiriog, Ceiriog Valley, Coedpoeth, Penycae)? | | No |
| **VERSION CONTROL (INSERT DATE OF DEVELOPMENT)** | | June 2023 |

**SECTION 1: JOB PURPOSE**

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| To assist in achieving the strategic aims of the Education Department through the identification, assessment and provision of services to children and families promote the importance of engagement with education and attendance at school.  To promote child and parent participation through signposting to and delivery of  Family Engagement provision across Wrexham County Borough.  To develop a range of provision to engage children, young people and families in education, including promoting positive parenting and access to Family Learning opportunities that support adults to improve their essential skills and build steps towards engagement in education, training and employment. |

**SECTION 2: DIMENSIONS**

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| The post holder will operate across two secondary schools and its clusters but will be part of a wider team and expected to be flexible in their approach in order to achieve the aims and objectives of the service. As a result, the post holder will be expected to fully aware of Health & Safety arrangements across these various settings.  The post holder will be responsible for a number of resources including equipment and a small budget.  The post holder will be expected to adhere to strict quality and safeguarding minimum standards and ensure any information sharing is in line with GDPR.  The post holder will provide direct support and advice to parents/carers, children and young people and will provide regular reports to Head Teachers, senior Education Managers and Welsh Government. |

**SECTION 3: PRINCIPAL DUTIES AND RESPONSIBILITIES**

Commencing with the most important responsibilities first, please list below the important job responsibilities ensuring that they **total 100% to a maximum of 15**. Please do not exceed this number. Further information should be provided in the context statement.

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| **NO.** | **Description of Principal Duty or Responsibility** | **APPROX % Time on each (min 5%)** |
| **1** | To form, develop and maintain professional relationships with parents/carers, children and young people through direct work, advice and guidance and to deliver evidence based approaches to families to promote strong positive relationships, healthy lifestyles, good routines, independence and safe, positive parenting and work with parents in a school context, supporting them and building their engagement with their child’s learning. | 25% |
| **2** | Work in partnership with the school and cluster and with a range of wider service partners to build positive relationships with families whose children attend the school, to ensure that children, particularly the most disadvantaged, have full access to educational opportunities and overcome barriers to learning and participation. | 10% |
| **3** | Ensure that the school is welcoming to families and take steps to get to know them by encouraging dialogue between parents and teachers about children’s progress and how that progress can be supported at home. | 5% |
| **4** | Promote the self-esteem of parents to help them maximise their own personal and interpersonal skills, which will enable them to respond to their family’s needs by communicating openly and providing good parenting and provide or signpost parents/carers to available resources to support the enrichment of out of school hours learning. | 10% |
| **5** | Provide accessible routes through which parents can express their views and be consulted on specific issues. | 5% |
| **6** | Promote and facilitate opportunities for parents/carers to access adult community learning and family learning. | 5% |
| **7** | Value and promote diversity, equity and inclusion, ensuring engagement with groups of families who may be under-represented in school life and offer non-judgemental support to parents, empowering them and their families to get the most out of the educational opportunities available. | 10% |
| **8** | Identify with parents, reasons for their children’s non-attendance / behavioural difficulties / lack of progress in school and to work with parents and others to achieve regular attendance, to reduce school exclusions, to reduce challenging behaviour, to support children’s achievement and to promote emotional wellbeing for parents and children. | 10% |
| **9** | Keep accurate and up to date records of work undertaken with parents and to produce termly reports for the Community Focused Schools Manager, school and Departmental Management Team. | 5% |
| **10** | Attend and contribute to Family Engagement Meetings. | 5% |
| **11** | To update self on professional developments and continually improve own skills and manage own professional development. | 5% |
| **12** | All duties and responsibilities must be carried out with due regard to the Council’s existing policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection etc. | 5% |

**OPTIONAL SECTION 4: NATIONAL STANDARDS AND COMPETENCIES (I.e. Social Care).**

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| The post holder should have expert knowledge in adult education, including its Frameworks and Governance arrangements and also how the funding formula is aligned to Further Education formula. |

**SECTION 4: CONTEXT STATEMENT**

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| Supporting children, young people and families who may have limited engagement with schools which is impacting upon attendance and the ability of children to achieve their expected outcomes.  Supporting families who are vulnerable and disadvantaged to access and maximise all of the provision and resources available to them across schools and their communities.   1. Direct work to assist with the development of confidence, social skills and social support systems and parent skills. 2. Individual or group work with children and young people who would benefit from accessing provision that would build their confidence and experiences. 3. Individual or group work with parents/ carers, including the provision of Family Learning or other Adult Community Learning opportunities. 4. Development of Parent Support Groups, providing an opportunity for them to contribute to the development of Community Focused Schools for the benefit of all who use the facilities and resources. 5. Direct work will be delivered in a flexible manner in terms of the type and timing of interventions, to suit the needs of the family. 6. Reporting directly to the Community Focused Schools Manager and Headteachers to ensure that the work is coordinated and targeted at the right families |

**Standard Job Description Clauses for all posts:**

**Job Evaluation:** This job description has been compiled to support the job evaluation process. The Council has adopted the GLPC Job Evaluation Scheme as from 2007.

**Other Duties:** The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with consent of the post holder.

**Review:** This is a description of the job as it is presently constituted. It is the Council’s practice to periodically examine job descriptions and update them to ensure they accurately reflect the job required to be performed or to incorporate proposed changes. The post holder will be consulted upon and all employees are expected to participate fully in such discussions. It is the Council's aim to reach agreement on reasonable change, but if agreement is not possible, the Council reserves the right to insist on changes to the job description after consultation with the individual concerned.

**Standard Job Description Clauses for all Management posts:**

**Equal Opportunities:** The post holder is required to carry out the duties in accordance with the Council’s Equal Opportunities Policies and to recruit, induct and manage employees within the parameters of Equality Policy & Statement, Strategic Equality Plan ensuring all employees are trained appropriately.

**Health and Safety:**  The post holder is required to carry out duties in accordance with the Council’s Health and Safety policies and procedures and to lead and manage health and safety effectively across service area in accordance with all Health and safety Policies, the Health and Safety strategic Plan, Departmental needs, and ensuring all employees are trained appropriately.

**Training:** The post holder is required to carry out duties in accordance with the Council’s Training and Appraisal policies and procedures and to ensure allemployees receive adequate training, development and appraisals, in order to achieve a highly motivated and efficient workforce.

**Council Policies:** The post holder is required to carry out duties in accordance with the Council’s policies and procedures, in particular data protection, confidentiality, ICT, code of conduct, employee handbook and customer care. Further information / advice is available from Human Resources and copies of these documents can also be found on the Intranet. Also to ensure allemployees receive information and are trained in all key policies appropriate to their role and Department.

**(Optional) Safeguarding:** All employees working with children and or vulnerable adults have a responsibility to promote the welfare of children and vulnerable adults during the course of their work.

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