

Members' Library Service Request Form

Date of Document	09/11/21
Originator	Steve Johnson
Originator's Ref (if any)	
Document Title	Creation of a School & Family Support Worker within Meadowpark CP (Knox Academy)

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec Director - Council Resources
Date	15/11/21

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STAFFING REPORT – NEW POST

REPORT TO: Members' Library Service

BY: Executive Director – Council Resources

DATE: November 2021

SUBJECT: Staffing Report for the Creation of a School and Family Support Worker within Meadowpark CP (Knox Academy)

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the creation of a **School and Family Support Worker** as a **Temporary** change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 The School and Family Support Worker role is being created on a temporary basis as a pilot project at Meadowpark CP as an additional role to the existing staffing.
- 3.2 This is to support the school's work in supporting pupils and families who are particularly vulnerable in order to ensure successful outcomes and positive destinations.
- 3.3 The role is 27.5 hours per week, in line with ASN Auxiliary and Pupil Support worker patterns, and will be sessional plus in-service days so over 39 weeks.
- 3.4 The role is temporary for one year and is being funded through the Central ASL budget, as agreed by Lynne Binnie.
- 3.5 The Job Evaluation Team have evaluated this role and the post has been evaluated at Grade 6 (currently £22,501 - £24,600 per annum pro rata).

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 This post(s) is considered as regulated work with vulnerable children, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

- 7.1 This post has been evaluated as Grade 6 and Lynne Binnie has agreed to transfer funds from the Central ASL budget to the school on commencement of the Jobholder until the end of the financial year.

This is a “test of change” and so the post will initially be temporary for 12 months until its impact is reviewed and a long term decision made.

- 7.2 Personnel – This post has been formally evaluated and will be advertised in accordance with the Council’s Recruitment & Selection Policy. HR and the relevant Trades Unions are supportive of these proposals.

8. BACKGROUND PAPERS

- Agreed Job Outline

AUTHOR’S NAME	Steve Johnson
DESIGNATION	Depute Head Teacher, Knox Academy
CONTACT INFO	sjohnson@knox.elcschool.org.uk
DATE	29/09/2021

JOB OUTLINE	
JOB TITLE: School & Family Support Worker	JET CODE: 7431
DIVISION: Education	
SERVICE/BUSINESS UNIT: Meadowpark Communication Provision, Knox Academy	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: None	
JOB PURPOSE: To support the school in liaising with families and carers, to improve pupil outcomes in relation to attendance, safeguarding and social, emotional and academic achievement.	
MAIN DUTIES: <ul style="list-style-type: none"> • Develop and maintain effective contact and communications with families, including accompanied and unaccompanied home visits where necessary. • Work with other school staff to help plan strategies and interventions to address individual pupil issues. • Provide advice and guidance to families to reinforce their self-esteem and support pupil attendance and achievement. • Signpost families to sources of advice and guidance. • Support school strategies to improve pupil engagement and attendance. • Work with external agencies (health professionals, housing, social workers etc.) to help co-ordinate and promote multi-agency approaches. • To maintain and manage records, co-ordinating and preparing reports to support formal and informal assessment and decision making, as necessary. • Collate information and produce data and reports on progress, attendance and engagement and evaluate, as necessary. • Follow up lack of response to first day contact and other contacts by home visiting or meeting parents/carers in school. 	

- Facilitate the sharing of information between the school and external agencies and act as point of contact for specialist support services.
- Support parents/carers and pupils in implementing effective strategies to improve attendance and where decisions have direct impact on pupils and parents/carers.
- Attend external meetings in relation to pupils at school, as necessary.
- Maintain confidentiality and adhere to safeguarding procedures.
- To work directly with targeted families and children and co-ordinate with other agencies.
- Assist and support parents/carers in their communication with the school.
- To be representative for the school at planning meetings, as necessary.
- Support new referrals and admissions to the school by linking with new families, supporting the induction of newly admitted children and providing regular feedback to parents/carers.
- Deliver, co-ordinate and organise family workshops and adult learning courses for families of pupils in school.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to SVQ Level 1, General Standard Grade, National 4 or equivalent in English.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Educated to SVQ Level 1, General Standard Grade, National 4 or equivalent in English</p> <p>This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.</p>	<p>SVQ Level 2 or equivalent in a relevant subject</p> <p>Safeguarding Certificate</p> <p>A current driving licence and/or use of a vehicle to travel between locations</p>
Previous Experience (Paid & Voluntary Work)	<p>Experience of working with young people with a range of complex learning and social needs</p> <p>Experience of individual and group work with young people</p>	<p>Experience of dealing with sensitive situations where pupils/families are in crisis</p> <p>Experience of communicating with empathy and sensitivity</p> <p>Experience of child protection/ safeguarding procedures and legislation</p> <p>Experience of working with pupils in pastoral care and support</p> <p>Experience of working within a school setting</p>
Knowledge/ Skills /Competencies	<p>Knowledge of ASN and complex learner groups</p> <p>Excellent communication skills with children and their families</p> <p>A skilled user of ICT packages including Microsoft Office</p>	

<p>Personal Qualities</p>	<p>Ability to establish and maintain good working relationships with a range of people</p> <p>Ability to work flexibly as part of a team</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters</p>	
<p>Council Behaviours</p>	<p>We are Customer Focused</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	