

Job description for the post of: Pupil and Family Support Manager

Establishment or team:	St John the Baptist RC Primary, Burnley	Post number:			
Grade:	7 (32hrs per week)	Line manager:	Headteacher	Car user:	Yes

The purpose of the role

To work alongside senior staff and other agencies to provide support and advice to families, parents/carers and pupils.

To work as Backup DSL following Child Protection and Safeguarding policies and procedures.

To work along the Office Manager as Admissions Officer.

Accountabilities/Responsibilities – appropriate for this post:

1. To coordinate Multi Agency Referrals / Early Help (formerly TAF/CAF) procedures liaising closely with DSL, staff, multi-agencies, families & young people and complete relevant documentation.
2. To attend multi-agency meetings as required and complete relevant documentation.
3. Collate, organise and record pupil information and data, for example the use of CPOMS.
4. To act as a point of contact in school for and build positive relationships with parents/carers.
5. To listen and work sensitively and confidentially with parents in culturally appropriate ways.
6. To sign post families and refer to appropriate partner agencies if needed.
7. As Backup DLS to be responsible for managing child protection and safeguarding concerns.
8. Liaise with staff in school on individual safeguarding issues.
9. To be responsible for managing admissions.
10. To plan resources and support, including groups or workshops, to meet the needs of our parents/carers.
11. To help families in the support of their child's learning and well-being.
12. To undertake daily lunchtime duty.
13. To ensure equal opportunity and inclusion within all areas of work.
14. Carry out home visits when appropriate in line with the school policy.
15. Attend relevant training linked to the role as agreed with line manager
16. To undertake other duties as may reasonably be required within the general terms of the job description.

Prepared by:	Headteacher	Date:	05/05/2021
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.