

Fair Oak Infant School



Child and Family Support Worker





Fair Oak Infant School

Botley Road, Fair Oak, Eastleigh, Hampshire, SO50 7AN

Tel: 02380 692207

adminoffice@fairoak-inf.hants.sch.uk

www.fairoakinfant.co.uk

Headteacher: Mr David Peart

Welcome...

Dear Candidate,

Child and Family Support Worker post at Fair Oak Infant School

Thank you for your interest in our Child and Family Support Worker vacancy at Fair Oak Infant School. Our school is highly regarded and, we believe, offers the right candidate a fantastic career development opportunity.

Fair Oak Infant School is one of the largest infant schools in Hampshire, and indeed the country. It is a popular, innovative and successful school with four classes per year group.

Our aim is to help our pupils become:

- successful learners, who enjoy learning, make progress and achieve
- confident individuals, who are able to live safe, healthy and fulfilling lives
- global citizens, who make a positive contribution to society.

We are looking for a Child and Family Support Worker who is innovative, enthusiastic, highly motivated and enjoys working with children. You will work children, teachers and families and external services to provide support and guidance and ensure safeguarding measures are in place, where required.

I would encourage you to come and visit our school and see it in action. Please contact the School Office to make an appointment. I look forward to receiving your application. The closing date for applications is **noon** on Monday 16th June (noon).

Yours sincerely

A handwritten signature in black ink, which appears to read 'David Peart', is written over a white background.

David Peart
Headteacher

Child and Family Support Worker

Grade D £26,918 to £29,616 (pro rata £11,489 to £12,640 depending on experience)

***Permanent - 40 weeks per year, term time plus 1 week
18 hours a week, working Wednesday, Thursday and Friday***

Do you want to make a real difference to children's lives? If so, Fair Oak Infant School is looking to appoint an inspirational and aspirational Child and Family Support Worker to join our supportive and committed team. We are looking for someone who will be able to shape the role in order to make that real difference.

We are looking to recruit a Child and Family Support Worker to work with families, children and the school to provide early intervention, signposting, support and guidance.

You will be required to:

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Hampshire's Safeguarding Children's Board and the school's safeguarding policy
- Support pupils who may be experiencing difficulties and be the school's ELSA.
- Keep proper records of all interactions with pupils and their families
- Maintain the confidentiality of the pupils, their families and the school.
- Encourage positive home-school communication and parental engagement.
- Signpost parents to support networks and workshops.
- Lead parenting workshops within school.
- Attend and lead various meetings regarding children and families.
- Work alongside the Designated Safeguarding Lead to assist with referrals to appropriate services.
- Work with the school's Admin Officer in monitoring attendance, reporting to the Senior Leadership Team on trends and persistent absentees.
- Develop strategies for improving attendance and punctuality.

In return, we can offer you a position within a supportive, dedicated and enthusiastic team. Undertaking Designated Safeguarding Lead training will be required for this role.

Fair Oak Infant School is a lively, innovative and successful school with 360 children, making us one of the largest infant schools within the country. Our aim is to help our pupils become successful learners, who enjoy learning, make progress and achieve; confident individuals, who are able to live safe, healthy and fulfilling lives; and international citizens, who make a positive contribution to society.

We encourage visits to the school from interested applicants and one can be made by contacting the School Office. For more information and an application pack, please contact Ian Peach, on 023 8069 2207 or email i.peach@fairoak-inf.hants.sch.uk

Fair Oak Infant School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks, along with other relevant employment checks.

**Closing Date: Monday 16th June (noon)
Start date: Wednesday 3rd September**



Our School...



...is a popular, innovative, successful and over-subscribed four/five form entry school serving the villages of Fair Oak and Horton Heath.

The School has 15 bright, attractive teaching spaces plus a hall, library, IT suite, music/drama room, cookery room, medical room, meeting room and PPA room. There is a central paved courtyard which offers an excellent outdoor teaching area. The school is very well resourced.

The staff are friendly, supportive, hard-working and committed. They set themselves high standards and have high expectations of the children. They work well as individuals and as a team to provide very high levels of care and education for the children.

The children are friendly, keen to learn, well behaved and, like all children, gloriously funny at times!

Professional Development

The School provides excellent opportunities for personal and professional development in line with the School's Improvement Plan.



Location and School Campus

Fair Oak Infant School shares a site with Fair Oak Junior School, Wyvern College and Wyvern Day Nursery, and is part of an active seven strong cluster of schools.

We value the key role we play within the life of the campus and believe that we "sow the seeds of success" for our pupils as they set out on their educational journey.

We have a large playground, a children's world garden, an exciting trim trail, covered play areas and separate Year R playgrounds. We also make good use of a local park, situated directly across the road from our school.

Our 12 classes are organised into three year groups. We currently have 360 children on roll.

For more information about the school, please visit our website.

www.fairoakinfant.co.uk



The Curriculum

Our school curriculum encompasses all the experiences and opportunities we provide for the children, both the academic and through the wider curriculum. It ensures children become motivated to learn, make progress and attain highly; develop independence, resilience and responsibility, and enables them to make healthy lifestyle choices, giving them the best opportunity for their future learning, whether that is later today, tomorrow, next year or well into the future.

As a school we ensure the curriculum provides children with memorable experiences as we believe these equal memorable learning, and the curriculum is underpinned by our school aims to develop: Successful Learners; Confident Individuals and Global Citizens.

Our School Values help each child to become a better person and a better learner, and are embedded into our curriculum. Our School Values of: Caring; Creativity; Perseverance; Collaboration; Reflectiveness and Respect enable our children to begin to develop the skills required for lifelong learning and to prepare them for adulthood, their place in society and the world of work.

The curriculum is carefully planned, regularly reviewed and developed to engage all children in exciting ways. It is built around our curriculum design principles: Challenge for All; Equity and Enrichment; Broad, Balanced and Memorable; Secure Learning Pathways; High Quality Outcomes and Responsive and Relevant, to help children acquire a balance between knowledge acquisition and learning relevant skills.



We firmly believe every child should be enabled to fulfil their full potential. All teachers are continually assessing, evaluating and reviewing each child's attainment and ability. The staff and governors are very proud of the creative and inspiring curriculum.



Ethos and Learning

Our motto is “sowing seeds of success” and this underpins the ethos of the whole school. The core principles of nurturing confident individuals, successful learners and international citizens are supported through the following:

- innovative, proactive leadership
- highly committed and enthusiastic teaching
- dedication to continuous improvement
- sustaining a stimulating and creative environment for learning



School Aims

We aim to provide an environment where every child really matters and where parents, school and the community work together to create:

Successful learners who:

- enjoy learning and have enquiring minds
- are motivated, confident and independent learners have research and problem solving skills

Confident individuals who:

- can form and maintain relationships and work independently or in a team
- are aware of their strengths and weaknesses
- can set themselves goals and work to fulfil their potential
- take risks and feel a sense of achievement
- have self-esteem
- can deal with change and uncertainty

International citizen who:

- have a voice, joins in and feel valued
- are aware of, and are able to, express their own feelings and have empathy for the feelings of others
- behave responsibly
- are aware of their rights
- take pride in their own culture and are able to respect the culture of others
- make informed choices about health,



- relationships and behaviour are able to reflect on experiences which are personal and full of wonder

School Values

Our School Values:

Caring; creativity; perseverance; collaboration; respect and reflectiveness are beginning to be embedded into our school curriculum. They are represented by toy animals and are helping the children become a better learner and a better person.

School Rules

At our core are three clear expectations that form the expected behaviour throughout school.

We are kind
We are safe
We do our best



Extra Curriculum

There are many extra-curricular clubs run by staff and external providers, both during the lunch hour and after school. These include, amongst others: Football, Recorder, Computing, Sewing, Dance, Multi skills, Art and Choir.

School and Home

Our school is proud of the positive relationship with parents. There is a wide range of opportunities for parents to actively participate in supporting their children at school.

Alongside a programme of meetings, including: parent workshops, Class Assemblies, curriculum meetings and topic specific invitations. All are very well supported and enjoyed by all concerned.

Parents and local businesses regularly support enrichment activities through, for example, assemblies, sharing their religious celebrations, gardening, and visiting local shops to purchase ingredients to make soups.

We keep everyone up to date with our Friday Bulletin, which is sent out weekly to all parents. This weekly email includes an overview from each year group of learning for that week, as well as upcoming events, diary dates and celebrations.

Friends of Fair Oak Infant School (FoFOIS)

FoFOIS are very active in fund raising and have contributed to purchasing many computers and iPads, hundreds of books, shelters in the playground, our cookery room redevelopment and, most recently, playground equipment

The Governing Body

The Governing Body are fully committed to their role and work hard to support the leadership team to maintain the high standards already being achieved within the school. They aim to provide regular updates for parents during the year to give an insight into the work governors do and to demonstrate how they continually strive to further improve the school.

Governors make visits to school in order to monitor and evaluate the key targets identified by the strategic plan, and to ensure the effective use of resources.



Community

Fair Oak Infant School works closely with the other schools within the Wyvern Cluster and regularly shares ideas and practices. In addition, there are strong active links with local pre-schools.

We also participate in cluster events such as sports tournaments and an annual music festival.

We have established strong links within the local community and currently work with St Thomas Church and local businesses to enrich the curriculum and provide additional opportunities for our children.

Pupil Voice

Our pupils' views and well-being are at the heart of our school and therefore particular emphasis is put on providing opportunities for pupils to develop their role in the school and their sense of responsibility.



Job Description
Child and Family Support Worker
at Fair Oak Infant School

JOB PURPOSE:

- To act as a point of contact in school for families in need of support.
- Manage, implement and review any support strategies in place for families within school.
- To help identify, and address the needs of children and families who need help to overcome barriers to learning
- To help families in the support of their child's learning and well-being
- To support parents in developing resilience and independence in accessing support and participating in school and community life.
- To reduce school absence levels for key vulnerable pupils.

KEY TASKS:

Admissions and transitions

- Meet with new families as required to ensure the transfer of all relevant information needed to provide children with a smooth transition into our school.
- Liaise with the relevant staff on new arrivals and their needs to ensure that everything is in place to support children's entry to our school.
- Liaise with the relevant staff on leavers and their needs to ensure that everything is in place to support children's entry to their new school.

Attendance

- Make daily absence calls and follow up on reasons for absence.
- Meet with parents to follow through on un-authorised and persistent absences.
- Make referrals to Attendance Legal Panel and attend panel meetings in line with school policy and County guidelines.
- Work with the Admin Office to monitor, analyse and follow up attendance data producing reports to share with relevant audiences: Headteacher, parents, staff, senior leaders, Governors.

Safeguarding

- Liaison with the designated safeguarding lead to help vulnerable families access the correct Early Help support.
- Act as a Deputy Designated Safeguarding Lead.
- Commitment to a duty of care to safeguard and promote the welfare of all children within the school and ensure the school's safeguarding procedures are complied with.
- Attend some Early Help Hub and child protection meetings on behalf of the school.

Support for Children

- To carry out the role of ELSA within school to support children's needs as required.
- To work with the Inclusion Leader to implement strategies to support and develop children's behaviour.
- To work with classroom staff to support children who find it difficult to come into school.
- To make referrals to outside agencies as required to support children's needs.

Support for Families

- To liaise with the Senior Leadership Team in order to identify those children who would benefit most from family support work, build effective relationships and create an appropriate action plan.
- Design and/or facilitate a flexible range of Early Help programmes of intervention to support parents of children.
- To instigate and maintain positive relationships with families.
- To act as a point of contact in school for children and families in need of support.
- To run parenting courses for parents on a range of topics that meet parents' current needs.
- Work with parents to support them, provide relevant information and build their engagement with their child's learning.
- To maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning.
- Signpost and provide targeted Early Help support on a one-to-one basis or for small groups with parents and children through



either self-referral or school referral.

- To meet and maintain contact with the families of the vulnerable pupils who have been identified for support, to gain insight into the family and provide parenting strategies when required.
- Act as advocate and mediator in confrontational situations, maintaining communication with children, parent/carers, school and other agencies. This will include initiating and participating in meetings to discuss and develop ways of resolving problems.

In addition, the Child and Family Support Worker will:

- Attend and lead team around the child (TAC) meetings, team around the family meetings (TAF) and other CP related meetings, when appropriate.
- To ensure records and files are kept up to date.
- To ensure all records, files and minutes are kept confidential.
- Liaise with appropriate outside agencies to support the identified children and families, following advice given.
- Work alongside the Senior Leadership Team to maintain a consistent approach to family support across the school.
- Support children within the classroom environment when appropriate.
- Find solutions and overcome challenges.
- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- Promote the School Values.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people within the Fair Oak team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.





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