



## Spa Education Trust

### Family Support Worker: Spa Bermondsey

**Responsible to:** The Headteacher and Admin Manager

**Salary:** This is a term-time only post on Hay scale 6A £33,204 – £35,313 (pro rata £27,787)

**Conditions of Service:** The working hours are 35 hours per week. 8:30-4:30 Monday-Friday

#### Job Description

- General admin duties - including annual reviews
- Supporting families (including helping parents' complete social security and transport application forms)
- Supporting safeguarding
- Monitoring attendance and following up pupil absence
- Managing the Jack Petchey Award Scheme
- Co-ordinating volunteer and university student placements
- Co-ordinating visits for prospective parents and open mornings
- Managing parent and family events
- Liaising with external agencies and professionals
- Supervising pupils whose parents are late collecting them after school
- Supporting community links
- Supporting the School Council
- Other duties as required, including lunch and supervision duties

#### Person Specification

Experience	Experience of working with young people with autism	Essential
	Experience of supporting families	Essential
Knowledge	Understanding of ASD, and the impact this can have on families	Essential
	Knowledge of behaviour management strategies that are effective with young people with ASD both in school and in the home	Essential
	Knowledge of the range of benefits available to families and young	Desirable

	people with disabilities and how these can be accessed	
	Knowledge of the range of support services available to families	Desirable
Skills	Good communication skills, both written and verbal	Essential
	Good organisational skills and the ability to manage your own workload	Essential
	Good ICT Skills and the ability to use ICT effectively for communication and training	Essential
	The ability to work effectively with families / carers, staff and professionals	Essential