

Family Practitioner (SEND)

JOB DESCRIPTION

Responsible to: Manager

Salary scale: £17,742.24 pro rata (FTE £25,414.57) to £19,621.44 (FTE £28,099.54) depending on experience (including holiday increment)

Hours: 32 hours per week x 39 weeks (includes 5 Inset Days) + a total of 48 hours over school holidays

Location: Clevedon and South Weston settings

Probationary Period: 3 months

Qualifications:

Desirable

- Level 3 in early years childcare or a relevant field
- Maths & English GCSE A-C

Principal Responsibilities:

- To create opportunities to listen to parents / carers concerns.
- To provide information, advice, support and training for families related to their child's development, education and general well-being.
- To create a welcoming environment for parents, carers and families at Springboard.
- To provide opportunities for parents / carers to meet together and benefit from mutual support.

Effective Practice

- Promote, organise and run a weekly drop-in "Stay and Play" term time and some holidays.
- Promote, organise, support and deliver workshops for families across Springboard settings.
- Engage with the NSSCB Early Help system for multi-agency working as necessary (training given).
- Chair or attend TAF Meetings.
- Be aware and act on North Somerset and Springboard Safeguarding Policies.
- Arrange for current and past parents / carers to have opportunities to meet and support each other.
- Provide emotional support and information to parents / carers and signpost them to other appropriate agencies, including statutory services and voluntary organisations.
- Ensure parent's room is inviting and available for use and keep noticeboards, resources/ leaflets updated.
- Arrange trips for parents and children throughout the year ensuring that all appropriate risk assessments are completed
- Share information for families using social media
- Inform parents / carers of sources of financial help available and support them with form filling and applications. For example, Disability Living Allowance applications
- Undertake home visits.
- Attend children's review sessions with parents / carers and statutory professionals if required.
- Keep written and electronic records of work and liaise regularly with key workers.
- Assist in the monitoring and review of families' needs and delivery of the Family Support service using outcomes measurement tools, case studies etc. as appropriate.
- Attend staff meetings and internal or external training courses as required.
- Have a good knowledge of SEND policies and being aware of families and children's rights
- Maintain a good knowledge of local services and organisations, knowing how and where to access help and information.
- Accompanying families to view new settings or schools
- Act at all times in line with the policies and procedures of the organisation.

- Facilitate virtual meetings, workshops & coffee mornings.
- Work at other settings as required.
- Undertake other duties as required commensurate with the post.

Skills and Experience

Essential

- Experience and proven ability of supporting parents / carers.
- Excellent listener and communicator.
- Knowledge of benefits systems available to parents and families of children with SEND
- Good I.T skills across various platforms.
- Good organisational skills
- Confidence to liaise with multi-professional partners
- The ability to work independently
- Excellent time management skills
- Must be committed to equality of opportunity
- Literate and numerate
- Must be able to drive and have access to a car

Desirable

- Experience of organising group sessions for children and families.
- Knowledge and understanding of a range of additional needs and disability.
- Knowledge of relevant service providers in statutory and voluntary sector.
- Understanding of national legislation and frameworks related to early years and disability.
- Experience of working in a health/education setting
- A general understanding of Mental Health issues and impact on families.

Personal Qualities

- Team Player
- Ability to show initiative
- Self- motivated
- A caring nature
- Non-judgmental and open-minded
- Reliable

Essential

- Must be willing to undergo an Enhanced Disclosure and Barring Service check
- Take part in further training as required