

# TITLE OF JOB:

# Family Engagement, DSL and Mental Health Lead

**H7 19-23**

# PURPOSE OF YOUR JOB

To improve the life outcomes and opportunities for the students and their families of The Valley School.

# MAIN AREAS OF RESPONSIBILITY

* First response/triage CPOMs
* Provide support for safeguarding lead; representing the school at meetings and keeping accurate records.
* Lead early intervention through the early help module, i.e. TAF meetings.
* Lead on designated cases of vulnerable students
* Lead on medical record administration and training. Keeping medical records up to date through liaison with parents/carers and associated professionals. Organising appropriate training such as tube feeding, insulin, epi pens etc. for staff when and where required.
* Mental Health Lead for the school
* Support APDR through home visits when and where appropriate.
* Make home visits to support families when required.
* Work as part of the interventions team at The Valley School to deliver universal provision of family support.
* Develop the social, emotional and health of students at the school and including support for their families.
* Provide advice and signposting to enable families to access universal and targeted services.
* Make accurate and productive use of assessment.
* Manage behaviour effectively to ensure a good and safe learning environment.
* Fulfil wider professional responsibilities.
* Demonstrate consistently high standards of personal and professional conduct.
* Work directly with children and families; individually and in groups to provide practical support, advice and guidance around a range of issues.
* Lead on working with students (and their families) who are at risk of exclusion.
* Raise the attendance and punctuality levels of targeted children.
* Work with other educational providers to support effective transition for vulnerable students and families.
* Liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.
* Support the professional development of staff within the Interventions team and wider whole school staff.

# DIRECT WORK WITH CHILDREN AND FAMILIES:

* Develop home/school links to encourage good communication between the school and families.
* Lead on closing the gap between students who are eligible for Pupil Premium and Pupil Premium recipients.
* Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops.
* Providing advice on how to develop and maintain positive discipline.
* Support with Summer school
* Support on-call to help de-escalate heightened children
* Attend parents’ evenings, transition evenings and other relevant events.
* Work with SENDCo to improve attendance rates across the school.
* Support parents to have an understanding of the EHCP process and other SEND issues through liaison with the SENDCo.
* Support families to access information and benefits.
* Provide practical help and emotional support for families particularly at times of crisis.
* Organise meetings and drop-ins at appropriate times with relevant students and families.
* Engage families in activities which supports children’s learning.
* Develop appropriate opportunities for parenting education.
* Have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding and lone working.

#  COORDINATION AND LIAISON WITH OTHERS:

* Liaise on a regular basis with the senior leadership team and appropriate staff to share and report information.
* Identification and appropriate referral of children in need cases for initial assessment to schools designating safeguarding lead.
* Be responsible for creating early help assessments.
* Make referrals to the Children’s Advice and Support Services in order to safeguard children.
* Carry out early help assessments and to lead on family plan meetings.
* Be responsible for carrying out the appropriate actions following assessments/meetings.
* Promote healthy living by liaison with schools health workers ensuring appointments are kept.
* Develop links with agencies that provide and promote learning opportunities for parents and carers to attend multi agency team around the family and core group meetings. Furthermore, to discuss referrals and agree a work plan as requested.
* Keep careful and high-quality records of meetings and contacts recording actions to be taken.
* Ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up-to-date.
* Monitor and evaluate the effectiveness of the work and providing reports as required.
* Identify needs and advocate the development of new work in the area to meet these needs.

# GENERAL:

* Develop a whole school knowledge and understanding of how to support students at risk.
* Attend meetings and deliver training as required.
* Maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.
* Work within equal opportunities and anti-discriminatory frameworks.
* Take responsibility for own learning and professional development and to attend training as required.
* DSP.

# ADDITIONAL INFORMATION:

The postholder may from time to time be required to participate in school trips, off-site activities and other recognised school events.

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school’s policies and procedures.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

To apply

Please explain how your experience to date has prepared you for this position (in no more than one side of A4.)

Please submit you application to Iona Varol by Wednesday 18th June 2025.