

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Education Resource Worker	Post Ref:	
Section:	Secondary	Grade:	8
Responsible to:	Head Teacher		
Responsible for:			

JOB PURPOSE

Under direction of the Head Teacher, working with children, young people and their parents/carers in line with Children and Families' priorities and policies.

PRINCIPAL WORKING CONTACTS

Children, young people, parents and carers
Principal Officer
Head Teacher
School management
Teachers and support staff
Parents/Carers
Pupils
Other Agencies

MAIN DUTIES

The main duties are:-

to work in partnership with parents, carers and others in a variety of settings to provide appropriate support to meet the needs of children and young people referred to the service by schools.

to maintain effective interagency relationships in support of parents, carers and others with Police, Housing, and Health staff, Social Workers, Youth Workers and the Children's Reporters.

to establish an effective working relationship with the Head Teacher and staff of those schools within the team cluster in support of parents, carers and others.

providing regular "Duty Cover" in offering advice, in considering referrals, in maintaining out-of-hours support to Nurseries and to servicing emergencies within the Service caseload. This may involve cases outwith the Team designated cluster.

as directed by your Team Leader, to undertake tasks of information gathering and appropriately reporting in respect of children and young people referred, including conducting formal assessments on behalf of the Service with respect to planning and delivering supportive interventions for children and young people.

to prepare for, attend and contribute to task-related meetings.

to meet parents, carers and pupils in home, school and community environments.

to provide service of transportation to pupils/young persons where socialising or attendance difficulties are entrenched, eg school refusal - this may relate to pupils who are not necessarily attending schools in your designated cluster.

to maintain accurate, up-to-date, and accountable professional records in respect of children and families referred.

to participate in relevant CPD opportunities to ensure skill levels are maintained and improved and knowledge of relevant issues remains current.

participate with referred children in a variety of group settings, including anger management, social issues counselling, conflict resolution, restorative justice and others, as required.

maintain links with children, families and residential establishments in respect of referred children.

build partnerships with parents/carers towards effecting change in levels of parenting skills.

to contribute to the development and delivery of a programme of activities across the team cluster area during school closure periods.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Education Resource Worker

DIVISION/DEPARTMENT SECTION: Children and Families - Support Staff

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Community Learning and Development Qualification or Equivalent		Application/Interview
RELEVANT WORK/OTHER EXPERIENCE	An awareness/ experience of child development A knowledge of current legislation and guidance in education		Application/Interview
PARTICULAR SKILLS/ABILITIES	Good communication and interpersonal skills Good assessment and reporting skills To have the ability to understand and interpret the behaviours and needs of young people		Application/Interview
PERSONAL QUALITIES	A positive, caring and committed approach A willingness to learn Able to work as part of a team		Application/Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Able to work flexible hours Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Application/Interview