Post title	Family Partnership Assistant
Salary and grade:	Grade F SCP 12-17 £25,565 - £27,732 pro rata (£29,542 - £32,046 FTE)
Hours	37 hours per week, term time only + 2 training days. Permanent position.
Line manager/s:	A member of the Senior Leadership and the governing body.

Main purpose of the job:

The Family Partnership Assistant plays a key role in strengthening positive partnerships between the school, families, and external agencies to support the educational, social, emotional, and wellbeing needs of pupils. The postholder will work collaboratively with the schools Family Partnerships Lead, parents, carers, and professionals to promote pupil engagement, attendance, safeguarding, and positive outcomes, acting as a trusted point of contact and source of support for families. Through effective communication, early intervention, and signposting to appropriate services, the Family Partnership Assistant will help remove barriers to learning and ensure families are fully involved in their child's educational journey and wider development.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

Key duties and responsibilities

Responsible to the Senior Leadership Team for providing support to families, pupils and the school.

Overall Key Duties:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Family Engagement & Support:

- Develop and maintain positive, professional relationships with parents, carers, and families.
- Act as a key point of contact for families, providing advice, guidance, and support where appropriate.
- Facilitate effective communication between home and school to ensure families are well-informed and actively involved in their child's education.
- Provide practical and emotional support to families experiencing challenges that may impact pupil wellbeing, attendance, or engagement.
- Signpost families to relevant support services, agencies, and community resources.

Attendance and Inclusion:

- Work closely with the Attendance Lead to support vulnerable pupils and families.
- Support the school's attendance strategy by working with families to identify and address barriers to regular school attendance.
- Follow up attendance concerns through meetings, phone calls, home visits (where appropriate), and multi-agency working.
- Promote inclusion and encourage family participation in school activities, events, and workshops

Safeguarding and Wellbeing:

- Contribute to the safeguarding and welfare of pupils by identifying concerns and reporting them in line with school safeguarding procedures.
- Work closely with the Designated Safeguarding Lead (DSL) and wider safeguarding team to support vulnerable pupils and families.
- Maintain appropriate confidentiality whilst ensuring safeguarding information is shared appropriately.

Multi-Agency Working:

- Liaise with external professionals and agencies, including social care, health services, Early Help teams, family support services, and voluntary organisations.
- Attend and contribute to meetings, reviews, and planning processes as required.
- Support referrals to external agencies and assist families in accessing appropriate support.

Pupils with Additional Needs:

- Support families of pupils with Special Educational Needs and Disabilities (SEND) to understand and engage with support available through school and external services.
- Assist with transition arrangements for pupils moving into, through, and beyond the school.
- Promote collaborative working between families and school staff to ensure pupils' needs are understood and effectively met.

Recording Keeping and Administration:

- Maintain accurate, confidential, and up-to-date records of family support, interventions, meetings, and outcomes.
- Prepare reports, correspondence, and documentation as required.
- Ensure compliance with GDPR and school policies relating to information management

Specific Responsibilities:

- Coordinate and support family workshops, coffee mornings, parent support groups, and information sessions.
- Assist families with preparing for annual reviews, transition meetings, and access to specialist services.

- Promote positive family engagement to improve outcomes for children and young people with complex learning difficulties, disabilities, and additional needs.
- Work collaboratively with therapists, nurses, social workers, and other professionals to ensure a coordinated approach to supporting pupils and families.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Information for Candidates

Closing Date: **Friday 20th November at 9.00am**

Shortlisting: **Wednesday 23rd November at 1.30pm**

Interview Date(s): **Thursday 26th November 2026**

How to Apply:

If you would like to apply for the Family Partnership Assistant post, please do so by completing an application form which can be found on our Vacancy page - Kelford Vacancies

Your statement in support of your application, as a guide, should be around 2 pages long and should address the selection criteria detailed in the Person Specification.

If you are interested in part time hours, please indicate this on your application also.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

We reserve the right to close this vacancy early should we receive an overwhelming response.