

Job Description

Job title: Family Engagement Worker

Job purpose:

1. To strengthen home-school-community links by building trusted, relational connections with pupils and families
2. To work with schools and families to identify and find holistic, joined up solutions address barriers affecting attendance and engagement
3. To connect families to appropriate support in their community
4. To enable rapid practical barrier removal where appropriate through Bristol Charities micro-grants
5. To contribute to a structured, evaluated one-year funded innovative pilot.

Reporting to: Bristol Education Partnership Manager (Pilot Lead)

Responsible for: N/A

Based: Mainly field based (in schools and in the community) but supported by Head Office at the Vassall Centre, Gill Avenue, BS16 2QQ.

Salary: £30,000 to 33,000 pro-rata

Contract: Fixed Term for 1 year Sept 2026 to Aug 2027, linked to pilot funding.

Hours: 17.5 hours a week [0.5 FTE]

Annual Leave: 29 days plus bank holidays pro rata

<u>Activities</u>	<u>Description of activities and responsibilities</u>
Direct family engagement	· Build trusted relationships with children, young people and parents/carers of identified cohort (Year 5-7) · Offer relational, practical and strengths-based support through meetings in the home, at school or in the community · support families to navigate school-related barriers to address underlying barriers to attendance and engagement.
Barrier identification and response	· Identify barriers affecting attendance / engagement / transition · Triage issues relating to finance, routines, transport, home learning resources, housing, health or wider family pressures · Liaise with internal and external services as appropriate · Notice any insights, patterns or actions the school could be taking and work with the school to address these · Support access to practical help including Bristol Charities micro-grants where relevant.

School liaison	• Work closely with designated school contacts in line with their organisational processes, school context and procedures • Attend planning / review meetings where needed • Maintain clear communication with school pastoral and attendance staff • Contribute to a joined-up plan without duplicating school systems.
Referral and coordination	• Gain or have a comprehensive understanding of the community contexts each family sits in • Connect families to VCSE/community/statutory support where appropriate • Use warm referral pathways • Follow up referrals and track outcomes.
Safeguarding and professional practice	• Follow Bristol Charities safeguarding procedures and school safeguarding procedures • Escalate concerns to Designated Safeguarding Leads in both organisations • Work within lone-working, home-visit and risk assessment protocols • Maintain professional boundaries and confidentiality • Engage with supervision from the Family Engagement Lead.
Recording, monitoring and evaluation	• maintain case notes/contact logs in compliance with GDPR • record frequency and type of family contact • log referrals and barrier-removal actions • contribute to monitoring information and evaluation activity • support anonymised learning capture and implementation improvement as part of the pilot evaluation requirements
General duties, Equality & Diversity	• Assist the wider team to deliver Bristol Charities activities. • Abide by Bristol Charities and school policies, in particular with respect to Equality and Diversity, Health and Safety, Data Protection and Safeguarding. • Represent Bristol Charities and schools in a professional manner at all times and uphold Organisational Values, Aims and Objectives. • Attend any training and development events considered necessary, including professional development.

Important note:

This information is provided to assist staff joining the organisation to have an understanding and appreciation of the work content of their post and the role they will play. The list is not exhaustive and is not a complete statement of all the duties and responsibilities of this post. The post holder may be required to carry out any other duties at any time, as directed by their line manager or required by the role.

Person Specification

Please note the successful candidate will require enhanced DBS checks.

Description	Essential/Desirable	How assessed
Knowledge and qualifications		
Relevant qualification or equivalent professional experience in education, youth work, social care, community development, family support or a related field	Essential	Application
An understanding of the national and local educational context for school attendance, engagement, attainment and year 6-7 transition	Desirable	Application/ Interview
Understanding of the barriers to school attendance, engagement and transition	Essential	Application/ Interview
Knowledge of Bristol or local neighbourhood Services/VCSE landscape	Desirable	Application
Skills and experience		
Significant experience working directly with children, young people and families in education, social care and/or community settings	Essential	Application
Proven ability to build trusting relationships with families who are under-resourced, from under-served communities or facing other complexities	Essential	Application/ Interview
Ability to work and build relationships across multiple settings and with professionals from different disciplines	Essential	Application/ Interview
Excellent record keeping and organisational skills	Essential	Application/ Interview
Proven understanding of safeguarding, confidentiality and escalation and an understanding of risk assessments.	Essential	Application/ Interview
Ability to travel independently within Bristol and undertake home visits where appropriate, subject to protocols.	Essential	Application/ Interview

Description	Essential/Desirable	How assessed
Experience in attendance, pastoral or transition focussed work and trauma-informed practice.	Desirable	Application
Experience in multi-agency/referral-based work	Desirable	Application
Experience of contributing to monitoring or evaluation.	Desirable	Application/ Interview
Competencies and soft skills		
Flexible and reliable attitude with good team working skills	Essential	Interview
Reflective and accepting of supervision, coaching, feedback and guidance	Essential	Interview
Committed to treating all people with respect and without bias	Essential	Interview
Ability to work collaboratively, sensitively, empathetically, professionally, calmly and non-judgementally with parents and carers, school staff, children and young people.	Essential	Application/ Interview
Good judgement and ability to hold complexity without overpromising	Essential	Interview
Ability to work independently and maintain boundaries	Essential	Application/ Interview
Very strong communication and listening skills	Essential	Application/ Interview

We recognise that relevant skills and experience can be gained through a wide range of professional, voluntary and lived experiences. If you meet many but not all the criteria, we encourage you to apply. We are committed to providing an accessible recruitment process. Please let us know if you require any adjustments during the application or interview process.