

Job Description and Person Specification Trust Senior Thrive Practitioner

Role and Context	
Job Title	Trust Senior Thrive Practitioner
Salary Grade	Scale E
Job Type	32.5 hours per week Term time plus 1 week
Reports to	Head of Quality Assurance (Inclusion)
Effective Date	02/09/2021
Team	Inclusion Team
Job Purpose	Under the instruction of the Head of Quality Assurance (Inclusion) to work with the Head of Pastoral & Behaviour, Headteachers and other school staff, parents, pupils and outside agencies to develop the Thrive Approach ethos across the HEART Education Trust schools and within families.
Other Information	This is a Trust based role and will require post holders to move between Trust sites.
Principal Accountabilities	
<ul style="list-style-type: none"> - To develop and embed the ethos of the Thrive Approach across schools in the HEART Education Trust; - To support Headteachers in the development of the Thrive Approach within their schools; - To provide ongoing training for the Headteachers and school staff in the Thrive Approach; - To line manage and provide support and advice for the individual school Thrive practitioners; - Oversee and analyse Thrive data across the Trust to ensure that the Thrive Approach is being implemented for maximum progress and impact; - To work closely with the other members of the Inclusion Team to identify families that would benefit from Family Thrive/Parenting Support; - To initiate and run Family Thrive sessions across the schools in the HEART Education Trust; - To initiate and run a range of parenting programmes suited to age, need etc; - Accurately minute meetings (and where relevant, telephone conversations) with parents/carers; 	

- Produce ½ termly reports for the Head of Quality Assurance (Inclusion)
- Meet with Headteachers regularly to discuss Thrive in the school, concerns around families and strategies.
- Develop and maintain links with parents/children and external agencies:
- Schedule and attend school-based meetings with parents/carers as necessary;
- Prepare reports and referrals for external agencies and professionals as necessary or requested;
- Carry out appropriate administrative duties as required by the Headteacher / Head of Pastoral & Behaviour/Head of Quality Assurance (Inclusion).

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. • Thrive Practitioner Status (Current) • Willingness to undertake further training 	<ul style="list-style-type: none"> • Has or is willing to complete relevant training / qualification (e.g. NVQ or similar) • Family Thrive Training • Parenting Programme/Support Training
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of practising the Thrive approach in a primary school setting • Working with the primary age group • Experience using Scholarpack or other similar MIS software. • Experience of working with 	<ul style="list-style-type: none"> • Previous experience of delivering Family Thrive • Experience of delivering parenting support programmes



	parents and families of primary age pupils	
Skills & Abilities	<ul style="list-style-type: none">• Good ICT skills• Ability to work in an organised and methodical manner• Ability to convey information clearly and accurately• Ability to maintain efficient record keeping systems• Ability to produce accurate and up-to-date records and reports as required• Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc• Ability to build relationships and to be empathetic, but top remain professional• Ability to take personal responsibility for organising day to day targets• Ability to demonstrate basic keyboard skills for accurate computer input and retrieval• Ability to work effectively as part of a team• Ability to work in a discreet and sensitive manner	<ul style="list-style-type: none">• Knowledge of relevant policies and awareness of legislation;• A knowledge and understanding of external agencies such as Leeway, Norwich Connect etc.
General Information		
All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.		

Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.