



JOB DESCRIPTION

Job Title: Family Support Worker

Responsible to: Assistant Headteacher/Designated Safeguarding Lead

Hours: 32.50 per week. Can be flexible, mainly term time and some days in school holidays. Available to work within the hours of 8am to 5pm.

Attendance at school twilight meetings and events may be required.

Main Purpose of the Post:

- To work directly with families, and their children, in the community and at school in order to promote, strengthen and develop the potential of parents/carers and children.
- To provide bespoke support for families on behaviour, sleep routines, toileting, emotional development, finance and a range of other SEND.
- To deliver training to support families with a range of SEND.
- To act as a link between school and families, and to liaise with a range of professionals to ensure that families are accessing all services available.

Qualifications Required: A recognised and relevant professional qualification or equivalent.

Responsibilities, Duties and Tasks:

- The Family Support Worker will be required to work in a variety of settings including the family home, to develop, plan and participate in programmes of work with parents/carers and children, both individually and in groups.
- To work closely and liaise with a range of stakeholders across a range of agencies and organisations and to develop and maintain these professional relationships.
- To keep written records, a database, log concerns and produce reports, as requested and in accordance with the schools safeguarding policy and procedures.
- To assess and promote the parenting skills of parents/carers.
- To assess and promote children's development.
- To develop links with and utilise the resources of the community.
- To liaise between nursery and main school staff when pupils move into the reception classes.
- To liaise with relevant high school Family Support Worker's to ensure a smooth transition for year six pupils and families.
- To remain abreast and informed of current thinking in relation to professional conduct and practice.
- To support and promote the school's Early Help offer and attend weekly triage meetings.
- To use Signalong or to show a willingness to undertake Signalong training.

- To promote equal opportunity, anti-discriminatory and any-oppressive policies and practices.
- To effectively work alone and as part of a team.
- If required you will attend meetings (if necessary contributing to a written report) concerning the pupil's progress in your specialist area such as Annual reviews, CIN meeting etc.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or detailed in the school Health and Safety policy.

NB – must hold a valid driving licence and have own transport

Contacts:

Head teacher, Governors, Senior Leadership Team, Class Teachers, Teaching Assistants, Pupils, Parents, Carers, School Nurse, Health Visitors, Paediatricians, Children Services and other professional groups.

June 2023