

## Family Support Worker (and DSL) Job Description

### Job Purpose

To promote the safeguarding, welfare, and well-being of all pupils within the school community, working in partnership with families and external agencies. The postholder will take a lead role in family support, attendance, and child protection matters, upholding the Christian values and inclusive ethos of the Oxford Diocesan Schools Trust.

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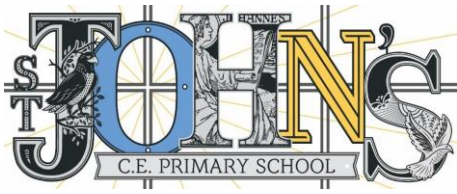
### Key Responsibilities

#### Safeguarding and Child Protection

- Act as a core member of the school's safeguarding team, supporting the Designated Safeguarding Lead in ensuring effective safeguarding practice across the school.
- Receive and respond appropriately to safeguarding concerns, ensuring timely referrals to Children's Services and other statutory agencies.
- Maintain accurate, confidential, and up-to-date safeguarding records in accordance with school and ODST policies.
- Contribute to the development, implementation, and review of safeguarding and child protection policies.
- Support the DSL/Headteacher in ensuring compliance with *Keeping Children Safe in Education*, the Berkshire West Safeguarding Children Partnership (OSCP) and Brighter Futures for Children procedures.
- Promote a culture of vigilance, safety, and care consistent with ODST's Christian ethos.

#### Family Support and Early Help

- Provide practical and emotional support to pupils, parents and their families, building relationships based on trust and respect.
- Identify early signs of need and coordinate appropriate Early Help interventions, including undertaking assessments and leading Team Around the Family (TAF) meetings.
- Updating the Headteacher regularly with the work carried out to support families in need and matters raised in TAF meetings.
- Work with parents and carers to develop strategies that promote children's well-being, attendance, and engagement in learning.
- Signpost families to relevant services and community resources, liaising closely with local support networks and faith-based initiatives where appropriate.



## **Liaison and Multi-Agency Working**

- Act as a key liaison between the school, Children's Services, health professionals, and other external agencies.
- Attend and contribute to multi-agency meetings, including Child Protection Conferences, Core Groups, and Family Support Panels.
- Share information appropriately in line with safeguarding and data protection protocols.
- Collaborate with ODST's Safeguarding Lead and central team to ensure best practice and consistency across the Trust.

## **Attendance and Pupil Welfare**

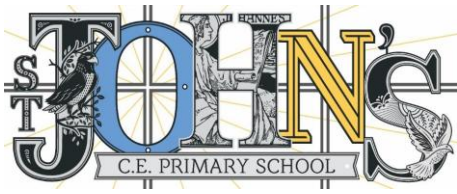
- Work alongside the Attendance Officer and Senior Leadership Team to monitor pupil attendance and punctuality.
- Identify barriers to attendance and implement tailored support plans for children and families.
- Contribute to the school's strategies to improve attendance and inclusion, recognising the link between attendance, safeguarding, and attainment.

## **Safeguarding Training and Staff Support**

- Support the DSL in planning and delivering safeguarding and child protection training for staff and volunteers.
- Provide guidance and advice to colleagues on safeguarding procedures and family support.
- Maintain up-to-date knowledge of national and local safeguarding developments, attending regular training and ODST network meetings.

## **Health & Safety**

- Work in accordance with the school's Health & Safety policy and procedures to ensure a safe working environment for pupils, staff, and visitors.
- Take responsibility for personal health and safety and support others in maintaining a safe school environment.
- Identify and report any hazards, risks, or incidents promptly to senior leaders in line with school procedures.



## Family Support Worker - Person Specification 2026

### Essential Criteria

- Experience of working within a school, educational or social care environment in a professional capacity.
- GCSEs or equivalent – English and Maths at grade C (or equivalent) or above..
- Demonstrable experience of working with children and families in a safeguarding or support role.
- Strong understanding of safeguarding and child protection legislation in education settings.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families, and professionals.
- Confidence in handling confidential and sensitive information with care and professionalism to support families in difficulty.
- Skilled in maintaining accurate records and handling sensitive information appropriately.
- Awareness of and commitment to maintaining high standards of Health & Safety in the workplace.
- A commitment to the vision, values, and Christian ethos of ODST and the promotion of inclusion and equality.
- Caring and compassionate nature to support families in crisis or with additional needs.

### Desirable Criteria

- Relevant qualification in social care, family support, or a related field (e.g., Level 3/4 Diploma in Childcare, Social Work degree, or equivalent).
- Knowledge of Brighter Futures for Children Early Help framework and Children's Services processes.
- Training in child protection, mental health, trauma-informed practice, or family intervention work.
- Experience of working with children with Special Educational Needs and supporting families to meet these needs.

### Additional Information

- This role is subject to an enhanced Disclosure and Barring Service (DBS) check and ongoing safeguarding training.
- All staff are expected to be familiar with and adhere to ODST and school policies on Safeguarding, Health & Safety, Equality, and Confidentiality.