



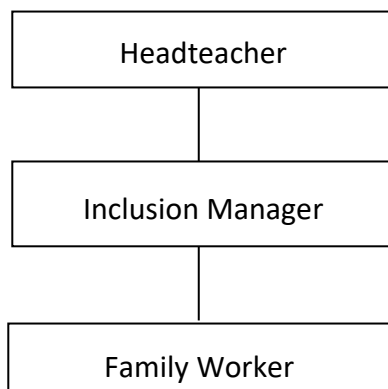
JOB DESCRIPTION

TITLE:	Family Worker
RESPONSIBLE TO:	Headteacher
GRADE:	L6

PURPOSE OF POST:

Positively engage parents/carers, children and their families in children's learning and development so that, in partnership with schools and other agencies, children and young people are supported to achieve good levels of well-being, educational engagement and success in their learning.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Contributing to the raising of attainment of individual, or groups of, pupils by ensuring positive engagement in education through the means of:
Promoting excellent attendance at school
Breaking down emotional and social barriers to learning
Working with families to support parents in recognising and addressing matters which impact on pupil engagement, attendance, and well-being
2. Work with other Family workers, class teachers, senior leaders, and other agencies to identify, develop and implement strategies to engage and support children and families so that children have access to all aspects of school life and the school effectively meets the needs of all pupils.
3. To act as a Deputy Designated Safeguarding Lead.
3. To play a key role in safeguarding children by working closely with parents and families, school staff and outside agencies such as social care, to ensure the safety and well-being of children and to promote safeguarding practices and awareness, undertaking referrals as necessary.
4. Undertake structured assessment of the needs of children with their parents, through school-based meetings and home visiting (as required), to identify resources and support

needed. This will entail working with individual families and in many cases will involve making referrals to other agencies with whom co-working arrangements may be appropriate, e.g., Social Care, Education Welfare, CAMHS, School Nursing Team, Health Visitors, Stronger Families, Young Carers etc,

5. Develop a supportive relationship with children and their families, planning school level programmes of intervention and support, as appropriate, e.g. supporting families, pupil mentoring programme, attendance monitoring, invitation to parenting groups, one-to-one sessions, family group sessions,
6. Work within the context of the School Improvement Plan, to promote, develop, facilitate, and deliver, where appropriate, pupil and family learning activities and to encourage adult learning within the school and, where appropriate, in the local community and to promote children's engagement and participation.
7. To promote good attendance for all pupils and plan appropriate strategies to support children and families to ensure that this is achieved.
8. Engage in Continuous Professional Development to further knowledge, skills, and good working practice.
9. Monitoring and recording family and pupil progress, keeping detailed records of progress towards the identified goals and specific outcomes, and assisting in the effective and speedy transfer of information between phases and, where appropriate, between schools.
10. Maintaining regular contact with families/carers of pupils engaged in school programmes such as mentoring or attendance monitoring, as appropriate and encouraging positive family involvement in the learning process
11. Maintain comprehensive, factual, and accurate records of any concerns, incidents, actions or meetings regarding pupils and their families, within the school's recording system.
12. To work in close partnership with local schools and external agencies and to represent & promote family Support as required in parents' meetings, staff meetings, conferences, consultations, giving information, guidance, and advice.

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: N/A

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Physical Effort: N/A

Working Environment: N/A

'The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of effectively engaging parents/carers in working with their children to support their learning & development, both in groups & on an individual basis.	1,2	Experience of working with children or families gained in a multi-cultural context.	1,2
	Some experience of working with professionals from several agencies or disciplines	1,2	Specific experience of working within the areas of family work, mentoring and/or attendance	1,2
Skills/Abilities	Able to write and speak clearly in English to communicate effectively with pupils, parents, and professionals to meet the requirements of the job.	1,2,5		1,2,5
	Able to communicate supportively, tactfully, and objectively with parents/carers and children to engage them in supporting learning & development.	1,2		
	Ability to motivate children/young people by establishing empathic and supportive working relationships	1,2		
	Able to undertake basic assessments of the social/care/physical/personal and educational needs of children with their families to safeguard and promote the welfare of the child.	1,2		
	Able to work within policy guidelines and able to exercise judgement as to when to share information & when referrals to external agencies are necessary	1,2		
	Able to manage periods of conflicting work demands & to maintain accurate records that can be used to inform practice.	1,2		
	Able to work on own initiative with minimum of supervision in co-ordinating & managing a programme of activities for parents & children.	1,2		
	Able to work in conjunction with others in the team to develop & share good practice	1,2		
Competencies	Able to demonstrate appropriate motivation to work with young people	1,2		
	Able to form appropriate relationships with young people	1,2		

	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise discrimination and act within the policies and procedures of the school and the funding agency.	1,2		
	Possess an understanding and / or experience of cultural and religious issues, which may impact upon childcare and education.	1,2		
Specialist Knowledge	Some understanding of child development and of how children and adults learn.	1,2	Knowledge of mentoring or counselling skills appropriate to working with children and their families Approved Deputy Designated Safeguarding Lead trained or willing to train.	1,2
	Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality.	1,2		
	Demonstrable knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils/students and families.	1,2		
	An understanding of the importance of and procedures involved in safeguarding children.	1,2		
Education and Training	A qualification – to NVQ3 or equivalent or training in childcare/development allied to previous work experience with children & families	1,2,4		1,2,4
Other Requirements	Essential car user - to travel to meet work commitments in all parts of Luton	1,2		
	Ability to work flexibly and attend evening and early morning meetings (up to 5 per month).	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Safer Luton Partnership and Luton Borough Council policies are reflected in all aspects of his/her work, in particular those relating to.

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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Barring Service.

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