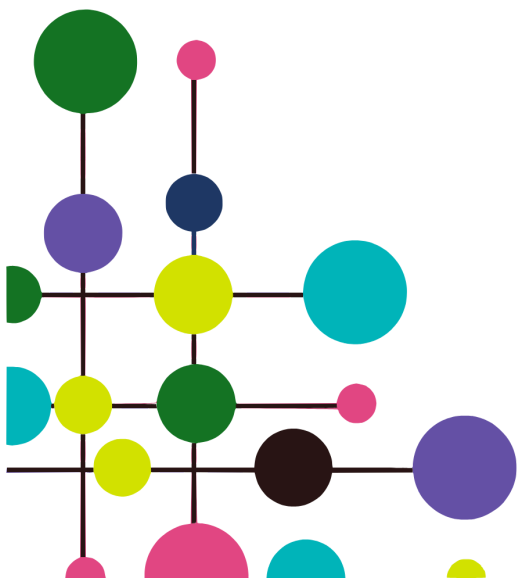


Family Support Worker/Coordinator Job Description

Post	Family Support Worker/Coordinator
Responsible to	
Salary	Grade 4
Location	
Working Pattern	
Disclosure Level	Enhanced DBS



Job Purpose

- To oversee and coordinate family support and outreach services, in particular prioritising the hardest to reach families and to work in an inclusive manner that encourages families to access support services.
- To work in partnership with families and professionals to plan, develop, monitor and evaluate a range of services for children and families which meet local needs.
- To liaise with the pastoral and inclusion teams within the school to provide family support which may include engaging with appropriate supervision and training.
- To develop and support a secure, caring, non-judgmental environment and to establish effective and empowering relationships with parents to improve outcomes for children and families.
- To coordinate and maintain caseloads within the Multi-Academy Trust as specified.

Principle Responsibilities

General Duties

- To develop and implement strategies for identifying and supporting hard to reach families and promoting the engagement of parents and carers.
- To provide teams, both internal and external, with information about pupils lived experiences through a variety of means as relevant.
- To develop and maintain robust assessment and intervention systems.
- To ensure regular reviews and caseload supervision, including mentoring and peer support.
- To act as a point of contact for the child of a family requiring intensive support.
- To work under own initiative and with a greater degree of autonomy supporting the Senior Leadership team.
- To adhere to the ethos and values of each of the schools.
- To promote the agreed vision and aims of the schools.
- To set an example of personal integrity and professionalism.
- To work within the daily routines of a mainstream primary school and be a visible presence within the school for pupils and their families.

Community Cohesion

- To work with Senior Leadership to ensure parents and the wider community are actively engaged in the development of the school and accessing services provided.
- Ensure equal access to services regardless of ethnicity, gender, culture, disability or lifestyle in accordance with the Schools Equal Opportunities policies.

Attendance

- To support the attendance monitoring process by offering early help interventions and liaising closely with the families alongside the Attendance Worker.

Safeguarding

- To be Designated Safeguarding Lead (DSL) and a liaise with the Lead DSL person for Child Protection and Safeguarding.
- To accurately record information via the School Safeguarding System for all cases.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To develop and maintain an appropriate case allocation and case file system and ensure accuracy of recorded information and data.
- Safe and well checks during home visits.

- Referrals to external agencies.
- Signs of Safety assessments (Three Houses).
- Adherence to the MAT Lone Working Policy.
- To immediately refer to key workers of outside agencies where relevant.
- To attend regular internal meetings for vulnerable pupils, alongside inter-agency meetings to support vulnerable children, ensuring that relevant documentation is prepared and notes and actions from the meetings are communicated to the DSLs.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Parenting Support

- To undertake outreach work, with parents in the home and the community.
- To support families on a 1:1 or small basis as needed.
- To take part in the development of evaluation strategies and processes, monitoring and parent consultations.
- To support the identification and support of individual pupils, parents/carers in engagement with services and activities using knowledge of local issues and resources.

Signposting

- To develop health, childcare and family support services that are inclusive and accessible to all children and families in the local area.
- To provide information, guidance and support on a range of issues and interventions.

Early Help

- To support families who participate fully in any Early Help Assessments.
- To provide professional advice and support to colleagues and team members using knowledge and skills acquired during a substantial period of experience working with children and families with Early Help.

Training

- To keep up to date with regards to current issues and research regarding family support and health promotions/initiatives.
- To attend appropriate training events with regard to current issues within the school's agenda.
- To undertake appropriate professional development including adhering to the principle of performance management.

Undertake any other duties as deemed appropriate within the grade and nature of the post to support the needs of the school or in line with updated Government Guidance.

Safeguarding Statement

Robin Hood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

This appointment is with Robin Hood Multi-Academy Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the trust in relation to the post-holder's professional responsibilities and duties.

The appointment is subject to the terms and conditions outlined in the 'Robin Hood MAT Contract