

Role Description

Family Support Worker

Purpose: To support children and families at base school

Responsible to: The Principal, Senior Leadership Team and Designated Safeguarding Lead

Primary responsibilities:

Safeguarding

- To work as a deputy designated safeguarding lead working in partnership with the schools' safeguarding team.
- Keep up to date with safeguarding knowledge
- Undertake regular caseload review meetings with individuals and families to ensure they are fully supported to progress and achieve the desired outcomes.
- To undertake programmes of work with identified children individually and in groups, where necessary.
- To participate in meetings regarding the management of safeguarding and make contributions to caseloads.
- Where appropriate action a Multi-Agency Safeguarding Hub (MASH) referral alongside other DSLs.
- Attend CP/CIN/EHA meetings on behalf of the school where appropriate and provide reports to social workers and other professionals.
- To be responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.

Attendance

- To support improving attendance for all children.
- Where appropriate to meet with families where attendance or lateness is an issue and identify solutions, monitoring the impact of this alongside members of the SLT.
- To make phone calls to persistent absentees to ensure that there is challenge.
- To build relationships with families to enable first line attendance support.

Parental Support, Engagement

- To carry out the duties and responsibilities of the post with due regard to anti discriminatory and equality of opportunities practice and other relevant policies and procedures in place in schools and for work within children and families.
- To understand the primary rights and responsibilities of parents to raise their children, and support parents by helping them to improve their parenting skills for example by sourcing courses and providing appropriate information or referrals.
- To work with parents, supporting them in their parenting role and building their engagement with their child's learning.
- To organise workshops for families on different aspects of parenting or family life to support the community.

- Arrange coffee mornings for parents to come together to enhance the open door policy at our school and engage families further.

Trust Values

- In carrying out duties and working with families, consistently model the values of the Preston Hedges Trust demonstrating our core values of ambition, drive, excellence and one team at all times.
- Work and collaborate with other Family Support workers across our Trust to ensure that our values are at the core of the support and that one team supports the effective practice for all our schools and families.

Well-Being Support

- To provide well-being support for identified children following discussions with the SLT and wider teaching team.
- Keep abreast of any changes to do with mental health, suggesting key training programmes for staff.
- Manage the well-being team, ensuring that there are regular catch ups to monitor impact on children.
- Work with the Assistant Principal and identify key areas for training for the well-being team.

Evidence, Documentation & Other.

- At the request of parents and the school to talk to children experiencing difficulties and convey the voice of the child to parents and school staff.
- To keep records and all documentation relating to meetings/contact with pupils and their families and to prepare reviews and assessment of the effectiveness of the work being carried out.
- To adhere to the policies and procedures of the Preston Hedges Trust with regards to record keeping and documentation at all times.
- To undertake appropriate training and development activities.
- To carry out any other reasonable instructions given by the Principal or other members of the SLT where appropriate