



SCHOOL FAMILY WORKER



Job Description

Grade: H5/H6 dependant on qualifications and experience.

Working hours: Full-Time/Part-Time, term time plus two weeks

Responsible to: School Family Worker

Team: Welwyn Garden City and Hatfield Schools Partnership

Job context and working arrangements:

You will work directly with families where a need has been identified. You will need to be able to mentor and coach, allowing you to identify, address and support a range of educational needs. The role will be based at one of the schools in the partnership.

PURPOSE OF THE JOB

- To provide early intervention family support to local families to improve the outcomes for them and their children.
- To prevent needs escalating to require intervention by more specialist services.
- To signpost and utilise a full range of support agencies for families.
- To work in partnership with other agencies where appropriate.

How you do the job:

- To work with parents/carers and offer practical and emotional support to improve the outcomes for their children.
- To work with parents/carers and their children to increase their ability to enjoy school, to develop social and safety skills, to learn effectively and to be an active, valued member of the school and wider community.
- To ensure that the needs of children and families from different racial, cultural and religious communities are identified and to ensure equality of opportunity in the services provided.
- To advise and inform parents/carers about relevant local services where appropriate and make referrals to other agencies to access specialist support.
- To support the Families First Assessment process and organisation of the Team around the family.
- To liaise with other agencies and attend relevant meetings as appropriate.
- To liaise with other professionals involved with families, including social workers, health professionals, Headteachers and other local professionals.
- To co-facilitate parent/carers workshops and courses across the Partnership if required.
- To be confident with public speaking to facilitate assemblies for parent/carers and pupils in school.
- To work with children and young people in school and at home.

- To keep records of your work, written and electronically where required and adhere to guidelines of confidentiality and information sharing.
- Provide monitoring information and case studies to the Lead School Family worker when requested.
- To work flexibly, as required by the Schools' Partnership.
- To take part in school events to promote and support the work of the Family Support Service.
- To attend training, supervision and development opportunities as directed by the Lead School Family Worker to develop skills and knowledge and keep up to date with developments in family support work.
- Be aware of and comply with all policies and procedures, in particular safeguarding, health and safety, confidentiality, lone working and data protection and report concerns to an appropriate person.
- To work as part of a team liaising on caseload to best support families who have children at different schools.
- To make a positive contribution to the development of the parenting intervention services through skills sharing and knowledge with other colleagues.
- A full driving licence and access to a car for work purposes are essential as travel between families and schools is required.

Additional information:

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development.

It is a requirement of all staff that they sign the IT Acceptable Use Policy and attend Safeguarding and Prevent training.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

January 2026