



Family Support Worker - Job Description

Reports to: Principal

Pay grade range: F 6-7

Summary:

To work with families, in partnership with other agencies, to deliver and provide services to children, young people and families as their needs dictate to ensure welfare of children and young people. To deliver appropriate support directly with the children.

Main Responsibilities:

- Manage specific areas of work, allocated by the principal, and liaise with and involve professionals and appropriate staff in decision making to support pupils across the school.
- To attend planning reviews, meetings and visits with colleagues and relevant professional staff as necessary to assist the analysis of requirements and to plan appropriate care programmes for service users.
- To provide assistance to service users in the planning and evaluation of the work undertaken on their behalf, carrying out corporate parenting activities for children and young people where required, in order to increase families levels of self-sufficiency, competence and facilitate independence from social service support
- To keep accurate and up to date records which will include contributing to multi-agency forums, reviews, maintaining records of appointments, contact and other records within service policies
- To provide direct and practical care for families to assist the improvement of family functioning and provide care when children's parents/carers are absent until alternative care arrangements can be found to always ensure the safety and welfare of children
- To contribute to the safeguarding of the children, liaising with other services where appropriate to support children in the best possible way
- To develop own knowledge and skills base, develop good working relationships with professionals and agencies, challenge the provision of other services and school colleagues for the benefits of the children, and enable successful partnerships working within a climate of mutual respect
- To lead on wellbeing interventions and support for pupils, linking to their needs and presenting behaviours.



- **General Responsibilities:**
- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Follow school safeguarding policies and procedures throughout any sessions or work to safeguard the children
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education
- Undertake any other duties and responsibilities commensurate with the level of post as required.

Person Specification:

Criteria	Essential or Desirable
Educated to GCSE level or equivalent	Essential
Basic IT skills, able to use Word and Excel to produce reports, carry out correspondence and keep accurate records	Essential
Awareness of current legislation relating to the job such as the children act, adoption and children act, every child matters, public law and human rights, health and safety legislation	Essential
Hold an ELSA qualification, or qualifications linked to leading wellbeing/mental health support	Essential
Experience working with children and/or families linked to wellbeing support	Essential
Experience of working with external agencies to support children to receive appropriate support and/or intervention	Essential
Assessment and analytical skills	Essential
Good verbal, written and communication skills	Essential
Good organisational	Essential
Experience of working within the field of family support or in a similar role working with children and families	Essential
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential