

JOB DESCRIPTION

POST:	Family Support Worker
WORKING HOURS:	16hrs per week, 39 weeks per year (Term time only plus inset days)
GRADE:	Grade 6
LOCATION:	Belmont School

JOB PURPOSE

The post-holder will engage with pupils, families, parents, carers, a variety of professionals and voluntary workers to identify the needs of pupils and families and help find ways of meeting those needs. The work will focus on supporting our families and signposting them to appropriate GCC, external and voluntary agencies and groups.

MAIN DUTIES & RESPONSIBILITIES

- To support pupils and families referred by school staff or by a request from parents/guardians themselves.
- To take on the role of Attendance Officer, working closely with the Attendance Lead and the Middle Leadership Team (MLT), to support children and families where needed.
- To convene or support the co-ordination of multi-agency meetings. This may include setting agendas, inviting relevant professionals, taking minutes, drawing up action plans, putting appropriate services into place or signposting families to services and evaluating the effectiveness of plans.
- To manage a 'case load', including: -
 - keeping up to date with all home visits, telephone calls and meetings
 - providing written reports when and as requested by SLT and/or the Governors
 - working with hard-to-reach families when Teaching and Learning Conversations take place
 - keeping up to date records of all pupils on part-time timetables.
- To attend relevant meetings as convened by other professionals and feed back to class staff and SLT.
- To take an active role in identifying own training needs, in line with the needs of the school, and to attend relevant agreed training.
- To support in class where necessary.
- To be on duty as part of the breaktime rota.
- To contribute to the ongoing planning, development and evaluation of the work of the school.

- To contribute to the development of good practice resources and training and support materials, for family, groups and partner agencies.
- To contribute to the monitoring of the school's work by providing and recording information.
- To work in line with agreed priorities in the School Development Plan.
- To receive pupil welfare concern reports from staff and respond as appropriate.
- To attend Core Group meetings and Children in Need meetings, alongside the DSL/DDSL and report back to relevant staff in school. To gather information on pupils as appropriate to inform such meetings prior to the meetings.
- To attend Parents' Evenings to continue parental/family support.
- To liaise with social workers and other professionals to support children and families to work with the Plan.
- To continue to support identified pupils and families when a CP Plan is no longer in place.
- Keeping families updated with relevant information regarding activities, courses and opportunities
- To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.
- To follow the specific risk assessment for home visits.

GENERAL DUTIES

- Maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff.
- Represent the school at all times in a professional, positive and helpful way.
- Be conversant with relevant IT and software, and keep up to date with developments in IT.
- Participate in the school's appraisal programme.
- Undertake training where this is appropriate.
- Contribute pro-actively to meetings and discussions as required, and to participate in the whole school team.
- Be compliant with GDPR.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Headteacher and the Designated Safeguarding Lead

PRINCIPAL CONTACTS

Pupils, parents and other family members, other members of the team, school staff, other professionals and voluntary workers.

SPECIAL CONDITIONS

- This post will involve some face-to-face meetings with families in school and/or their own homes.
- The post holder will need to have appropriate means of transport to carry out their duties.
- The post will involve working some flexible hours on a planned basis.
- This post is term time only including INSET days/Parents' Evenings.
- The postholder will be expected to take all holidays during designated school holidays.
- The post-holder may be asked to support, or cover, at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance.
- Where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis and paid one month in arrears.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust Equal Opportunity objectives and the school's Equal Opportunities Policy. The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post, and the postholder may be required to undertake other tasks appropriate to the level of appointment as their line manager may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder. The postholder is expected to have professional regard for the ethos, policies and practices of the School & Trust and to maintain high standards as outlined in the Code of Conduct.

PERSON SPECIFICATION
Family Support Worker (Belmont School)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> experience of working with families and vulnerable and/or disaffected children direct experience of working with children/young people with emotional, social and/or behavioural difficulties experience of assessment and working to plans e.g. Personal Education Plans, LAC Care Plans, CIN Plans, IEP, and Pastoral Support Programmes general good standard of education with Maths and English at GCSE level (or equivalent) with good ICT skills Level 3 qualification (or higher) in relevant field 	<ul style="list-style-type: none"> experience of working with groups Learning Mentor, NNEB, Teaching, Social Work, NVQ, Youth and Community Work Education Welfare Safeguarding training training in anti-discriminatory practices and equal opportunities
Knowledge & Skills	<ul style="list-style-type: none"> knowledge of the issues facing children and families knowledge of guidance and requirements around safeguarding children a broad understanding of Child Protection issues a broad understanding of the principles of the Children Act 2004 the ability to communicate effectively, both verbally and in writing ' including the ability to prepare written reports on work undertaken ability to work to deadlines and work unsupervised with agreed work able to plan work programmes/support with 	<ul style="list-style-type: none"> knowledge of CAFs knowledge and understanding of the SEN Code of practice. knowledge of Child Development an understanding of skills that underpin parenting

	<p>individual children and their families/carers</p> <ul style="list-style-type: none"> • ability to work with groups • able to deal calmly with an emergency • good organisational skills • good problem-solving skills • ability to handle sensitive personal information and to maintain appropriate confidentiality • a commitment to all aspects of equal opportunity in employment and service delivery 	
Personal Qualities	<ul style="list-style-type: none"> • ability to work as part of a team • ability to use initiative • ability to work in a variety of settings • ability to work in a non-judgemental manner • a commitment to promoting the rights of the child • ability to work effectively under pressure • ability to relate positively to all pupils and colleagues • accurate and methodical working 	
Special Conditions	<ul style="list-style-type: none"> • able to travel • able to work flexible hours on a planned basis • holidays are expected to be taken outside term time • the postholder may be expected to support, and work, at other schools within the Trust 	<ul style="list-style-type: none"> • Driving licence and business insurance