



Fairfields School

Inspiring everyone to shine

Job Description: Assistant Family Support Worker

Post title:	Assistant Family Support Worker
Salary and Grade:	Grade H
Hours:	32.5 hours per week, 39 weeks per year
Line Manager/s:	Senior Family Worker, Assistant Headteacher & Headteacher

Overall Purpose of the Job:

- To identify with parents' reasons for their children's non-attendance and to work with parents and others to achieve regular attendance.
- To support parents to feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school through support courses and groups.
- Under the supervision of the SLT and / or the Senior Family Worker to work directly with parents and pupils in a non-judgmental way empowering them to get the most out of the educational opportunities available.
- To carry out duties and responsibilities linked with the wider school community e.g. Bus duty, staff wellbeing, first aider

Duties and Responsibilities

- To promote a welcoming ethos throughout the school and raise staff awareness of family inclusion in order to ensure that the school is assisting parents and children in their needs and to ensure that the school is approachable to parents.
- To work with the Senior Family Worker and Attendance Officer/Headteacher to analyse absence data.
- Build relationships with parents and pupils with identified / potential attendance problems. Engage parents/carers through group and individual work.
- Carry out on-going monitoring of pupil's attendance and work with parents to identify why their child (ren) is not achieving full attendance.
- Develop and implement individual strategies for identified pupils to reduce absence and improve attendance. Carry out ongoing monitoring for identified pupils to review progress. Adjust strategies as appropriate.
- To carry out home visits where appropriate and following consultation with the Headteacher or deputy headteacher, to support parents in a variety of areas e.g. structure and routine, toileting, behaviour, sleep, regular attendance. To make resources to support this work.
- To explore and set up an ongoing programme of parent learning opportunities in the school in order to involve families in the progress and well-being of their children.
- To act as support to families needing additional help with their child's education in order to ensure that they are aware of the facilities available to them and to ensure that their needs are met, e.g. sleep solutions

- Where appropriate, work with families in Early Help Assessments, identifying challenges and sign posting to support. To work alongside the EHA officer at NCT to ensure the right support is being put in place for the family
- Where appropriate, under the guidance of the Senior Family Worker and/or Headteacher, make referrals to relevant services for support e.g. CTPLD, RMC
- To support families in applying for grants and benefits e.g DLA, Blue Badges
- To work with the families, office team and catering contract to ensure the correct meals are provided for children.
- To support families with school transport applications and submit termly personal mileage claim forms to the LA
- To attend where necessary TAF, Child In Need or annual review meetings, representing the school.
- To keep up to date with new initiatives and support service in place for families, particularly linked to education, health and care, by attending family support network meetings.
- To provide the Head Teacher with reports on home visits and contacts made concerning individuals and groups of pupils, to ensure that the Head Teacher is kept informed, and also updating the safeguarding reporting system.
- To be a first aider (first aid at work, Paediatric first aid, and mental health first aider)
- To support with the daily working in school e.g. providing lunch cover, supporting Bus Duty at the start and end of the day, providing LSA cover in class.
- To be part of the team leading on Staff Wellbeing, providing support and sign posting to staff where required.

Personal Skills and Attributes

- Model outstanding practice and engage in self-reflection
- The ability to review, analyse and evaluate your own practice
- Demonstrate self-awareness and resilience
- Be inspiring and influential
- The ability to be persuasive and assertive
- Be organised, self-disciplined, reliable, conscientious and honest
- The ability to plan and prioritise a range of regular and irregular tasks within specific deadlines
- The ability to work effectively as part of a team
- Able to work skilfully and effectively with others
- The ability to demonstrate 'emotional intelligence'
- Be open with children, parents and staff and to have empathy for what concerns them
- To be consistently kind, honest and reflective.

Person Specification

Attributes		How Identified
Qualifications and experience	<ul style="list-style-type: none"> E A good standard of general education including GCSE English and Maths A - C or equivalent Recent experience of direct work with children and families E Evidence of partnership working with professionals in relevant agencies E Evidence of supporting families with children who have additional needs E Evidence of further training and continuous updating of own skills and knowledge 	Application Form Interview References
Special knowledge	<ul style="list-style-type: none"> E Understanding of the need for family support. D Awareness of the roles and responsibilities of other agencies and professionals working with all children and families. D Understand the issues faced by parent with children who have a special educational need. An D understanding of how children with special educational needs learn and develop. Knowledge D of the importance of play and the developmental needs of children D A detailed understanding of Safeguarding and Child protection procedures 	Application Form References Interview Tasks during interview day
Disposition, adjustment and attitude	<ul style="list-style-type: none"> E Ability to work, empathise and communicate effectively with all sections of the community. E Ability to manage difficult conversations and complex situations. E Ability to deliver family focused activities. E Able to present options and choices and support others to come to their own conclusions. E Ability to explain processes and concepts in simple terms and produce simple reports. D Ability to show an understanding of the different circumstances of families with children with SEND D Ability to gather detailed and appropriate information and to reach a view about the likely source of assistance. 	Application Form References Interview Tasks during interview day

Practical and intellectual skills	<ul style="list-style-type: none"> E Excellent communication, interpersonal, and organisational skills E Patience, confidence to manage situations calmly E Competent in a range of IT tools including databases and MS office 	Application Form References Interview Tasks during interview day
Circumstances and training	<ul style="list-style-type: none"> E A willingness to attend training courses as required. E Full driving licence and use of car. 	Interview, application form, references