

MIDDLETON PRIMARY SCHOOL

Family Worker Job Description



Name	:	
Post	:	Family Worker
Reports to	:	Headteacher
Job Purpose	As an integral member of our school, the Family worker will support the Senior Leadership Team to prioritise the needs of our children and families whilst also taking the day-to-day lead with elements of safeguarding, attendance and welfare	

Key Objectives

1. Working as a DSL
2. Regular pastoral support for identified pupils
3. More responsive check ins for pupils as required, including restorative conversations responding to specific incidents, such as behaviour, bereavement, trauma, upset
4. Mental Health support for children and families, including completing the referrals
5. Liaising with the Family Centre in the best interests of children and families
6. Organising coffee mornings and events to support children and families
7. Pastoral tasks/work that needs completing with the children
8. Managing day to day attendance issues, including finding out barriers to attendance and taking swift action for early intervention
9. Working with families within the attendance policy, including doing a 3 days welfare check with SLT as required
10. With training, run therapeutic sessions with identified children
11. Running social story groups
12. Taking the lead on PP champions
13. Leading on Early Help referrals
14. Safeguarding administration
15. Any other objective at the request of the Headteacher

Scope

To support the Senior Leadership Team to prioritise the needs of our children and families whilst also taking the day-to-day lead with elements of safeguarding, attendance and welfare

Work Profile

- Be responsible for the attendance, safeguarding and welfare admin as required
- Manage the delivery of pastoral and behavioural support
- To adhere to Trust, school, local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, safer recruitment, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Middleton Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Signed	Date
Signed (Headteacher)	Date