



**NORTHERN SAINTS CHURCH OF ENGLAND ACADEMY  
CHILD AND FAMILY SUPPORT WORKER**

**SALARY: SCALE 6 £33,699 - £36,363 (PRO RATA 38 WKS £28,856 - £31,138)  
37 HOURS - TERM TIME +5 DAYS**

### **OUR SCHOOL**

Northern Saints Academy is proud to be part of the Durham and Newcastle Diocesan Learning Trust, a partnership of schools committed to providing high-quality education within a caring, inclusive and values-driven environment. Our school is rooted in strong Christian values and we work together to ensure every child feels safe, supported and able to thrive.

We are dedicated to nurturing the whole child – academically, socially and emotionally. Inclusion is the heartbeat of the school- Ofsted 2026. We create a welcoming school community where our pupils are encouraged to develop confidence, curiosity and a love of learning. Our staff work closely with families and the wider community to ensure that every child receives the support they need to succeed.

At Northern Saints, safeguarding and wellbeing are central to everything we do. We believe that strong partnerships with parents, carers and external agencies help us provide the best possible outcomes for children. Our school is committed to fostering a positive and supportive environment where pupils feel valued, respected and inspired to reach their full potential.

### **Principal Responsibilities**

- To work directly with vulnerable children, parents/carers and groups in all settings in Northern Saints Primary and their local communities and provide services to improve outcomes for children.
- To monitor and report on children's attendance and liaise with attendance officers to improve outcomes for children.
- To provide targeted support to children and families who find it difficult to access services.
- To undertake and contribute to the Common Assessment Framework (CAF), contribute to Initial and Core assessments of children in need and contribute to the implementation of individual care plans.
- To prepare and send referral assessment forms to Social Services.
- To attend CP, CIN, Early Help and Care Team meetings when required.
- To produce reports for the meetings listed above.
- To undertake and contribute to the effective safeguarding of children according to Northern Saints policy.
- To work with parents to overcome barriers to learning for their child and broker access to specialist and targeted support services where they would otherwise not have access.
- To liaise with a range of professionals at all levels and establish strong links with partner organisations to ensure commonly agreed thresholds of need.
- To support the senior management team in the provision of information needed for self evaluation.
- To engage with all parents to form strong partnerships with Northern Saints Primary.



## **Main Duties**

- To work directly with children and families as part of a multi agency team, within agreed models of practice to ensure improved outcomes for children.
- To be responsible for creating early help assessments. Make referrals to the Children's Advice and Support Services in order to safeguard children. Carry out early help assessments and to lead on family plan meetings. Be responsible for carrying out the appropriate actions following assessments/meetings.
- Promote healthy living by liaison with schools health workers/school nurse and ensuring appointments are kept.
- Monitor and review daily attendance data to identify patterns of absence or persistent absence.
- Contact parents/carers regarding pupil absences and follow up on unexplained absences daily.
- Work with families to identify and address barriers that may affect a child's regular attendance.
- Organise and provide early intervention and support for pupils at risk of poor attendance.
- Carry out home visits where appropriate to support engagement with school.
- Work closely with the school attendance officer, safeguarding team, and senior leadership to improve attendance outcomes.
- To engage with families who find it difficult to access the services they need.
- Organise meetings and drop-ins at appropriate times with relevant children and families.
- To provide a range of support services to reduce social isolation.
- To undertake and contribute to the effective safeguarding of children and young people in accordance with school policy and procedure.
- Enhance the schools contextualised safeguarding plan through the delivery of appropriate workshops to pupils
- To keep digital records of work undertaken in accordance with school policy and provide written reports as required.
- To attend as required, meetings to make and review plans for children and provide verbal and written reports as appropriate.
- To engage with all parents to form strong partnerships. To liaise with staff and ensure strong home school partnerships with parents is developed.
- Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops. Provide advice on how to develop and maintain positive discipline.
- Provide lunchtime nurture provision for our most vulnerable pupils
- Oversee the running of breakfast club and ensure pupil premium children attend well.

## **Other**

- Building and maintaining successful relationships with pupils, parents/carers and staff.
- To carry out duties in accordance with full regard to the schools policies and procedures.
- To undertake training or personal developments appropriate to your post as identified by your line manager.



- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post-holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act.
- The post-holder must comply with the school's Health and Safety policies and procedures.
- The post-holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities.
- The post-holder will comply with the school's policies on equality in all areas of activity.
- To undertake such other reasonable duties as may be reasonable required within the school.
- The Academy within the Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

## Person Specification

About the person – Family Worker	
Essential Requirements	Method of Assessment
<p><b>Qualifications</b>            One or more of:            Level 3 NVQ in both English and Mathematics or equivalent Diploma (e.g. NNEB)            Designated Safeguarding Lead/Deputy certificate or equivalent            Clean Driving Licence</p>	Application form/interview
<p><b>Knowledge, Skills and Experience</b>            Ability to build relationships            An ability to negotiate at all levels and resolve conflict.            Experience of working with vulnerable children and their families.            Experience of working closely with statutory and voluntary agencies</p>	Application form/interview
<p><b>Safeguarding</b>            A thorough knowledge and understanding of safeguarding procedures.</p>	Application form/interview
<p><b>Problem solving</b>            Ability to analyse information from a wide variety of sources and to deal with and solve problems that are complex and varied on a daily basis.</p>	Application form/interview
<p><b>Communication skills (written and verbal)</b>            Able to share information, obtain information and have dialogue with others and through written communication.             To liaise with parents and outside agencies to provide opportunities for parents to enhance their basic skills and other development needs.</p>	Application form/interview
<p><b>Planning and decision making</b>            Ability to plan and organise own work, including prioritising tasks to meet challenging timescales. Supporting team members to organise and plan their work, including providing assistance, guidance and support.</p>	Application form/interview
<p><b>Organisational ability</b>            Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet</p>	Application form/interview

tight deadlines.	
<b>Confidentiality</b> Experience of/ability to deal with sensitive and confidential information in an appropriate manner.	Application form/interview
<b>Composure and thoroughness</b> Ensure accuracy in work produced and meets internal and external targets and monitoring requirements. Ensure work is carried out in an organised and effective way.	Application form/interview
<b>Other requirements</b>  <b>Flexibility</b> - Able and willing to work flexibly in order to meet deadlines and to achieve the required outcomes.	Application form/interview
<b>Listening</b> - Listens to others to assess requirements in order to respond appropriately and efficiently.	Interview
<b>CPD</b> - Commitment to own personal and professional development.	Application form/interview
<b>ICT Skills</b> - Able to effectively use ICT to assist in role-CPOMS system	Application form/interview
<b>Vigour</b> - Works at a fast pace, copes well with high levels of workload.	Application form/interview
<b>Influence</b> - Ability to influence and persuade others to ensure understanding of processes and procedures.	Application form/interview
<b>Developing and motivating others</b> - Sharing knowledge of practice and procedures, to ensure effective understanding of the needs of the school.	Application form/interview
<b>Improvement</b> - Ability to develop and produce successful plans/strategies. Contribute to the effectiveness of improvement activity and measure the impact and effectiveness of plans/strategies.	Application form/interview
<b>Innovation</b> - Ability to use creative skills to develop new working practices to improve the service.	Application form/interview
<b>Promoting well-being</b> - A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures.	Interview

