



## Ash Field Academy: Family Support Worker Job Description

**DEPARTMENT** Family Support Worker

### MAIN TASKS AND RESPONSIBILITIES

1. Provides access to and development of resources for supporting children's learning in the home and community.
2. Acts or advocates for parents/carers at annual reviews and case conferences, re-entry meetings following exclusions and pastoral support meetings.
3. Works with staff to ensure a full range of opportunities is offered for parents/carers to discuss their child's progress.
4. Promotes an understanding of the curriculum among parents/carers, enabling an active involvement in their children's learning.
5. Provides information, advice and support to parents/carers, including assisting in completion of application forms.
6. Works closely with the Parents/Carers Group.
7. To develop, organise and/or participate in a variety of student support initiatives and events, e.g. anti-bullying campaign, wellbeing award, etc.
8. To strive to achieve active family involvement in students' progress in the School/College.
9. To ensure that students at risk of leaving the college at 16 have identified programmes of post-school training or education.
10. Maintains regular contact with families/carers of students in need of extra support, keeping them informed of student progress.
11. Acts as a Designated Safeguarding Lead for the school: responsible for safeguarding students, maintaining accurate records of students on the Child Protection register, and making Child Protection referrals.
12. Manages allocated human & material resources.

### LINES OF ACCOUNTABILITY

- a. Responsible to: Leadership team, Principal and Trust.

### OTHER

- a. This job description should be read in conjunction with other material and particulars provided in the course of employment.
- b. This job description sets out some of the duties and responsibilities of the post at the time when it was prepared. Such duties may vary from time to time within the Pay and Conditions of Service without altering the level of remuneration. The allocation of time required to carry out the particular aspects of the role is not specified, nor are the days or start and finish times.

### CONDITIONS OF SERVICE

- a. This job description.
- b. Ash Field Policies and Procedures.
- c. Ash Field Pay and Conditions



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**Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Principal and is to be reviewed periodically.**



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## Person Specification – Family Support Worker

Potential candidates will need to show evidence of the following essential criteria in both their written application and interview. Please note that all applications will be considered in relation to these aspects and so it is important to provide information and/or examples relating to them.

APPOINTMENT CRITERIA	Essential/ Desirable	Assessed from
<b>Personal Qualities and Attributes</b>		
<ul style="list-style-type: none"> <li>• Exercise initiative and independent action</li> <li>• Be pro-active in offering ideas</li> <li>• Be able to work as part of a team</li> <li>• Be honest, reliable, friendly and kind</li> </ul>	Essential Essential Essential Essential	1,2 1,2 1,2 1,2
<ul style="list-style-type: none"> <li>• Be able to demonstrate good interpersonal skills and sensitivity when working with children and adults</li> <li>• Be positive and committed to any part of the job</li> <li>• Show commitment to undertake appropriate induction training and short in-service courses</li> <li>• Show commitment to undertake professional development and appropriate training</li> </ul>	Essential  Essential Essential Essential	1,2  1,2 1,2 1,2, 3
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• One year's experience working with families and young people.</li> <li>• Attendance at courses or training on aspects of the curriculum, special education needs or disabilities and/or working with children</li> <li>• Experience of working with children with special educational needs in a voluntary or paid capacity</li> <li>• Experience of attending Child Protection Conferences and Core Group Meetings</li> <li>• Experience of delivering training to others through staff meetings, training sessions</li> </ul>	Essential  Desirable  Desirable  Desirable  Desirable	1,2  1  1,2,3  1,2  1,2
<b>Skills</b>		
<ul style="list-style-type: none"> <li>• Be able to communicate clearly in written and spoken English and present information</li> <li>• effectively</li> <li>• Be able to take direction but use own initiative when required</li> </ul>	Essential  Essential	1,2  1,2



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<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>English GCSE or equivalent / Maths GCSE both at Grade C or above or equivalent</li> </ul>	Essential	1,3
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>Awareness of the need to safeguard children from harm; health; safety and security; confidentiality; and data protection and a willingness to learn and follow school's procedures</li> <li>An understanding of Safeguarding legislation within education including Keeping Children Safe in Education</li> </ul>	Essential	1,2
	Essential	1,2

1 = assess from written application

2= assess from interview/tests or presentation

3=assess from documentary evidence

**ASH FIELD ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. IT IS AN OFFENCE TO APPLY FOR THIS ROLE IF YOU ARE BARRED FROM WORKING WITH CHILDREN OR VULNERABLE ADULTS. ALL POSTS ARE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK**



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