

JOB DESCRIPTION

SCHOOL: Moorpark Junior School

DESIGNATION: Family Support Worker

POST RESPONSIBLE TO: Headteacher

Grade - Level 6

Family Support Worker

PURPOSE OF THE POST

The Core Purpose:

- To improve the life outcomes and opportunities for children and their families by providing a range of family support interventions and activities focused upon removing any barrier to learning.
- To work as part of the team at Jackfield Infant School and Moorpark Junior School to deliver intensive family support improving the social, emotional development and health of pupils and their families.
- To provide advice, support and signposting to enable families to access universal and targeted services in times of difficulty or stress.
- To support parents and carers within their own home, schools or in the community by providing day to day practical support, advice and guidance.
- To work with individual families and/or children or with small groups of parents as part of an early intervention programme, support group or as part of a drop in service
- Work directly with children and families, individually and in groups, particularly focusing on parenting skills, behavior management, play and practical support.
- Work with children who are at risk of exclusion from school supporting them and their families.

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- To raise the attendance levels of targeted families.
- To work with children's centres, early education providers and primary and secondary schools to support effective transition for vulnerable children and their families.
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.
- All duties will be undertaken with the support and professional supervision of the Head teacher or member of the Senior Leadership team

KEY DUTIES AND RESPONSIBILITIES

Direct work with children and families:

- Develop home/school links, to encourage good communication between the school and families.
- To ensure early identification of families needing support and take appropriate action including home visits.
- To work with children and their families identified as having difficulties in school and with parents and carers in determining and participating in programmes of support with the school .
- Support with parenting skills by providing parenting guidance and support either on a one to one basis or to groups such as a Parent and Toddler group.
- To support vulnerable children and families whose social and emotional difficulties are causing a barrier to learning.
- Providing advice on how to develop and maintain positive discipline.

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- Support the improvement of attendance and late arrivals by monitoring and offering assistance, working with other staff responsible for collecting information.
- Support parents who have a child who has SEND.
- Support families to access information and benefits.
- To offer practical help and emotional support for families particular at times of crisis.
- Organising meetings and drop- ins at appropriate times and venues to support parents' needs.
- Supporting parents' attendance at appointments with outside agencies and follow up as required.
- Engaging families in activities which supports children's learning, including raising family awareness and aspirations, and to increase the involvement of parents/carers in English and Mathematics initiatives in the classroom and home.
- To act as a Lead Professional at safeguarding cases supported by the named person for Safeguarding when necessary.
- To work with other agencies within the multi-agency framework of the local Prevent Strategy and to contribute to effective co-ordination of the support for individual children.
- To adhere to agreed policies and procedures for Child Protection, Safeguarding and lone working.
- Facilitate appropriate courses and training for parents and carers in the school.
- To be the lead professional in writing and developing an action plan with the parents/carers and to develop a support package around the child and family (Early Help.)

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Co-ordination and liaison with others:

- To liaise on a regular basis with Executive Headteacher, Heads of Schools, Home School Link Worker, SENCOs, EWO or other appropriate colleagues or agencies.
- Identification and appropriate referral of children in need cases for initial assessment.
- Liaise with Locality Team staff.
- Promoting healthy living by liaison with school health workers and ensuring appointments are kept.
- Liaising with out of school and homework club leaders to ensure services meet the needs of the children and families.
- Developing links with agencies that provide and promote learning opportunities for parents and carers.
- To work closely with colleagues and other professional including Social workers. Service Co-ordinators, Health visitors, Police, Probation service, School nurse, Children centres, Youth Offending Team, Child protection colleagues, Housing services and other such voluntary and statutory organisations to prevent family crisis.
- To attend multi agency, CIN, Core Group, CP and CLA meetings to discuss referrals and agree a work plan as requested.
- To monitor and evaluate the effectiveness of the work and providing reports as required.
- To implement the action plan and work with multi – disciplinary teams both in school and externally within the locality.
- To support the development of effective communication and good working relationships between school, families and other support agencies in the community.

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- Maintain, prepare, contribute to accurate records of the purpose, nature and outcomes of any interventions and/or meetings and contacts, and to communicate these appropriately by attending meetings . (CIN, CP, Professionals meetings, PEP meetings for children in Care)
- To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up to date.
- To be responsible for all information regarding a child's welfare to appropriate agencies and schools on transition.
- To be responsible for collating, organising, filing, archiving all records ensuring confidentiality at all times.
- To monitor and evaluate the effectiveness of the work and providing reports as required.

General:

- To support the named person for Safeguarding in ensuring that all staff have a good knowledge and understanding of how to support pupils at risk.
- To attend meetings, run groups and deliver training as required.
- Maintain an up to date knowledge and awareness of current legislation and initiatives related to the role.
- To work within an equal opportunities and anti-discriminatory framework.
- To take responsibility for own learning and personal development and to attend training as required.
- Ensure that parent and child's confidentiality is maintained at all times and work within the school's policy on child protection.

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- Maintain appropriate records in accordance with the school's policy on recording and observing data protection.
- Adhere to the policies and procedures of the school, strictly observing health and safety regulations and the schools policy on Child protection.

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FAMILY SUPPORT WORKER

Person Specification

Knowledge:

- Relevant childcare, education, social care or health qualification to NVQ Level 3 or equivalent and/or considerable experience.
- Safeguarding and child protection with up to date current practice through updates and refresher training (as a minimum every three years)
- Thorough knowledge of statutory services and relevant children's legislation especially child protection and safeguarding.

Skills and Abilities

- Ability to work with children and families in a variety of settings within school, at home or in the community.
- Ability to work flexibly and supportively with parents and carers.
- Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers.
- Excellent interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups.
- Able and willing to speak confidently to a range of audiences.
- Be tactful, diplomatic and sensitive with a good sense of humour.

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- Ability to take responsibility and work on initiative within set boundaries.
- Excellent organisational and time management skills.
- Excellent oral and written communication skills including a sensitive approach to children and adults.
- Ability to keep clear accurate records.
- Be a confident and skilled user of ICT – able to use it with children and parents.
- Be reliable and trustworthy able to use judgment in receiving and dealing with sensitive information.

Essential Experience

- Working with families and delivering effective support for families.
- Running parenting programmes and group sessions to support targeted families.
- Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services.
- Able to set up and deliver programmes of family support work including group work and community activities.

Other requirements:

- Able and willing to work flexibly as part of a team.
- Commitment to self-development and willingness to undertake further training.
- Full enhanced CRB clearance.

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- Full access to the geographical area of Stoke- on Trent.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English.