

Role Profile					
<b>Job Title</b>	Family Support Worker (FSW)	<b>Job No. (Office Use)</b>		<b>Grade</b>	Gloucestershire G 37 hours a week Term Time Only
<b>School</b>	Peak Academy	<b>Department</b>		Support	
<b>Reports to</b>	Head Teacher / DSL	<b>Check required</b>		Enhanced DBS check required	

<b>Job Purpose</b>	<p>To develop and maintain effective partnerships with parents/carers with a commitment to safeguarding and promoting the welfare and well-being of children.</p> <p>To work alongside families and other agencies to provide co-ordinated interventions to meet identified needs.</p> <p>To facilitate and deliver support services and early interventions which improve parental capacity and family relationships for families and their children.</p> <p>To facilitate and/or deliver support programmes to identified vulnerable families who require additional support.</p> <p>To work with families and other agencies to assess, provide and co-ordinate interventions to meet identified needs for families and their children.</p> <p>Provide individual support to families with early years and school-aged children who are affected by a range of issues which may include disability, domestic abuse, drug and alcohol misuse and safeguarding.</p> <p>Develop and deliver a wide range of innovative approaches to effectively engage with families, especially those who are hard to reach to help improve outcomes for children.</p> <p>Assess the needs of children in order to promote their well-being and improve outcomes.</p> <p>Work in partnership with the DSL.</p> <p>Work with families and other agencies to develop and co-ordinate the delivery of a shared support plan.</p> <p>Be confident to identify and refer families to specialist and other services when appropriate.</p> <p>Monitor children's attendance and liaise with the Education Welfare Officer. Attend meetings with parents/carers to address any issues around school attendance. Advise and support other members of staff on child attendance matters, and implement initiatives to address and improve children's attendance.</p>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• The job involves making important decisions to ensure the safety and welfare of all children.</li> <li>• You will liaise with the DSL and Head Teacher when you feel that it would be appropriate to escalate concerns.</li> </ul>

**Managing referrals**

- Refer cases of suspected abuse to the DSL
- Keep detailed, accurate and secure written records of safeguarding and child protection concerns

**Working with staff and other agencies**

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the Strategic designated safeguarding lead of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support and advice for staff
- Understand the assessment process for providing early help and intervention
- Attend and contribute to child protection case conferences, core groups and child in need meetings when required to do so
- Develop effective partnerships with a range of professional from other agencies to ensure you work collaboratively to meet children's needs

**Training**

- Undergo on-going training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
  - Support the school or college in meeting the requirements of the Prevent duty
  - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
  - Provide advice and support to staff on protecting and identifying children at risk of FGM
  - Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role, such as child criminal and sexual exploitation

	<p><b>Raise awareness</b></p> <ul style="list-style-type: none"> <li>• Ensure the school's child protection policies are known, understood and implemented appropriately</li> <li>• Ensure the safeguarding policy is available and easily accessible to everyone in the school community</li> <li>• Be alert to the specific needs of children in need, particularly those deemed as vulnerable and/or with special educational needs and young carers</li> <li>• Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them</li> </ul> <p><b>Other areas of responsibility</b></p> <ul style="list-style-type: none"> <li>• Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file</li> <li>• Monitor the single central record and ensure it complies with all relevant legislation</li> <li>• Model best practice and uphold the principles of confidentiality and data protection at all times</li> </ul>
<b>Demands</b>	<ul style="list-style-type: none"> <li>• There is a limited requirement for physical effort and the post holder may occasionally be required to move tables, chairs and equipment or crouch and stretch to assist pupils.</li> <li>• Short periods of attention are required to collect and analyse a wide range of information. The post holder is required to accurately record details about their work with parents and families, producing reports when requested.</li> <li>• You may experience challenging behaviours from children and families.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• The post is mostly school-based with regular background noise. Occasionally the post holder is required to attend meetings in the community and visit pupils at home. There may be some exposure to environmental conditions during the course of these visits and attending other off site meetings. May also be exposed to unpleasant or aggressive people-related behaviour from pupils and or parents.</li> </ul>

<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Designated Safeguarding Lead training (desirable)</li> <li>• Relevant experience in family support / pastoral role within a school or other relevant child centred organisation</li> <li>• Experience of: <ul style="list-style-type: none"> <li>○ Building relationships with children and their parents, particularly the most vulnerable</li> <li>○ Working in partnership and communicating effectively with relevant agencies</li> <li>○ Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> </li> <li>• Experience of handling sensitive data and upholding the principles of confidentiality</li> <li>• Awareness of, and compliance with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection</li> <li>• Knowledge of Ofsted Education Inspection Framework 2019 and Inspecting Safeguarding in Education 2019.</li> <li>• Knowledge of Keeping Children Safe in Education 2021</li> <li>• Knowledge of Working Together to Safeguard Children 2018</li> <li>• Knowledge of the Safeguarding and Welfare requirements defined in the Early Years Foundation Stage 2017.</li> </ul>
<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>• Awareness of local and national agencies that provide support for children and their families</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>• Good IT skills, including previous use of CPOMS or other online Safeguarding systems</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>

**Corporate  
Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust equalities policy and relevant legislation.