

Job Description Assistant Child and Family Worker



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Assistant Child and Family Worker	Post No	
Directorate	Education		
Division	Schools		
Salary Band/Range	Band C 37 hours per week, full year		
Responsible to:	Head teacher/Inclusion Manager		
DBS	DBS required. This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.		
Special Conditions	Availability out of school hours, ability to travel independently across the MAT.		

1. Job Purpose

Post holder will be based in school and work within school staff teams under the day to day direction of the Headteacher and Inclusion Manager

2. Key Responsibilities

2.1 Main Duties

- To work with children in school as and when vulnerability is noted.
- To undertake joint work and interventions with family members, schools, other practitioners and outside agencies as guided by line management.
- To support children's social development – leading social groups when appropriate.
- To signpost families to other services in line with need.
- To contribute to statutory reviews, Child Protection Conferences and other meetings as required; reporting on work completed and providing written reports when required.
- Work with children in a variety of engaging and flexible ways in line with the needs of the child
- Undertake Learning Support Assistant role on a one-to-one or small group basis where this meets the specific need of a child/group of children.
- Undertake PEP meetings for Looked After Children, including meetings with the child and officers from Virtual School.
- To maintain accurate monitoring data and up to date case records both on manual files and on computer in accordance with school policy
- To report immediately any signs of neglect, injury or other causes for concern to the Head Teacher
- To be committed to self-development and on-going training related to the post, including facilitating targeted training for parents and other colleagues.
- To fully participate in performance management, supervision and peer support.
- Support in Breakfast Club on a rota basis from 8am.

		<ul style="list-style-type: none"> To observe the Health & Safety Policy in relation to self and others To carry out other duties as may be appropriate to achieve the objectives of the post or to assist the School in the fulfilment of its objectives, commensurate with the post holders grade, abilities and aptitude.
	2.2	People
		<ul style="list-style-type: none"> No line management
	2.3	Safeguarding
		Prosper Together MAT is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	Financial
		<ul style="list-style-type: none"> None
	2.5	Buildings & Equipment
		<p>To ensure the safe and proper use of Trust buildings and equipment in accordance with Corporate, Directorate and School Policy.</p> <ul style="list-style-type: none"> The worker will be responsible for ensuring that: <ul style="list-style-type: none"> - the work / meeting space in school is appropriate for family access - confidential files of their work (manual and electronic) are kept secure inside and outside school
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Trust's Corporate, Departmental and School Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant Trust and School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions	
	3.1	Mobility and Special Conditions
		<p>Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Trust they may be required.</p> <ul style="list-style-type: none"> Occasional evening may be required, for example for home visits, supporting vulnerable children and families to access holiday provision.
	3.2	Equal Opportunities
		Prosper Together MAT is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

	3.5	Core Qualities & Leadership Framework
		The Trust expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Kingshurst Primary School
Date:	June 2026