



JOB DESCRIPTION

Job Title: Family Support Worker	Salary: Band G
Hours: 30 hours per week (5 hours per day in The Downs School; 5 hours per week in the Primaries) term time only plus 1 inset day in September	Responsible to: Deputy Headteacher (Ethos and achievement)

JOB PURPOSE

- To contribute to the improvement in outcomes for children and young people attending The Downs School, by identifying their needs and the needs of their families and providing appropriate support, including working with other agencies
- To support young people across the Federation, especially those displaying Emotionally Based School Avoidance (EBSA), helping them to improve their well-being so they achieve success in education
- To support students to ensure they make an effective transition from primary to secondary school
- To supervise and support students in the Resilience Centre

DESIGNATION OF POST AND POSITION WITHIN STRUCTURE

Accountable to the Deputy Headteacher (Ethos and Achievement)

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- *Proper and professional regard for the ethos, policies and practices of the school*
- *Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy*
- *Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to and concerns are raised in accordance with this policy.*
- *Promoting equality as an integral part of their role and to treat everyone with fairness and dignity.*
- *Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.*

Key Tasks

- To support vulnerable students who have obstacles to their learning such as unsettled home backgrounds, and social and emotional issues, enabling them to reach their potential by:
 - Identifying causes for concern and formulating strategies to provide appropriate support and challenge
 - Involving parents and/or staff as appropriate
 - By providing targeted intervention, including developing programmes of support, and evaluating the impact of this work
- To be the lead professional in providing support to students with EBSA, developing and implementing EBSA plans to help students overcome their anxieties and return to full-time, mainstream education
- To be responsible for supervising the Resilience Centre and the students working in it, ensuring they are provided with the necessary support to engage with their learning
- To work under the direction of staff in Federation primary schools for a specified period of time each week (typically around seven hours per week, although this may vary according to need), supporting the primary-age children and their families
- To be the lead professional in liaising with external agencies to support student welfare and attendance
- To make home visits and meet with students, parents and carers, sometimes bringing students into school
- To provide targeted intervention for both individual and groups by organising and delivering opportunities for children and parents/carers, such as anger management, parenting skills, self-esteem, and anti-bullying sessions
- To evaluate the impact of work with individuals and groups



- To establish and maintain effective relationships and networks with parents and outside agencies to ensure that students get the appropriate support
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder
- To support other members of the team who lack experience on aspects of their roles, such as offering training, advice and guidance, and acting as a sounding board
- To provide cover for other colleagues within the Pastoral team as and when required, including assisting with the investigation of incidents
- To support vulnerable children in primary schools within the Federation for the equivalent of 5 hours per week (subject to requirements of schools with the Federation)

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • Relevant Level 3 qualifications, such as A Levels • Mathematics and English GCSE at C or above 	
Competence summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • IT literate • Excellent communication, liaison and negotiation skills • Excellent time management and effective organisational skills essential • Ability to write clear and legible reports • Ability to handle confidential and sensitive information • Excellent record keeping skills • Ability to be independent, creative and self-motivated • Understanding of behavioural difficulties • Ability to maintain a sense of perspective 	<ul style="list-style-type: none"> • Experience of working in a school or with young people is desirable • Any supervisory experience is desirable • Training in mental health and wellbeing
Work related personal requirements	<ul style="list-style-type: none"> • Offer a firm but friendly approach and be confident in dealing with young people • A positive attitude • A sense of responsibility • Willingness to follow an investigation through to its conclusion 	