



Job Description – Child & Family Support Worker



This school and academy trust 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	Child and Family Support Worker	Post No	
School	Kingshurst Primary School		
Contracted Hours	Hours will be timetabled across the week 8am -4pm and 8.30-4.30pm Contracted to 22.5 hours – full year contract		
Salary Band/Range	Band D		
Responsible to	Inclusion Manager , Deputy Headteacher and Headteacher		
Location	Kingshurst Primary School		
Special Conditions			

1. Job Purpose

Post holders are based in schools and work within school staff teams. The work will engage with a wide range of agencies to identify and provide support for children and young people who demonstrate an emerging and / or existing need in their health, emotional, social and behavioural development. It is likely that the post holder will be working over a prolonged period of time with extended families in crisis and critical need. This will form a significant part of the role.

The post holder alongside the school's DSLs will be key in developing, delivering and ensuring the school's Child Protection & Safeguarding procedures are robust and fit for purpose. The post holder will have a key role in ensuring Child Protection & Safeguarding is thorough and effective in protecting all pupils

The post holder will lead on promoting good attendance & punctuality and will work closely with appropriate members of the school's Inclusion and Senior Leadership Team.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none">• To act as one of the school's Safeguarding Leads implementing, developing and maintaining the school's Child Protection and Safeguarding policies and procedures in liaison with the school's Designated Member of Staff and Designated Member of Staff• In the role of Deputy Designated Safeguarding Lead represent the school in all relevant meetings regarding child protection and safeguarding issues• To attend statutory reviews, Child Protection Conferences and other meetings as required; reporting on work completed and providing written reports when required.• To support promoting, monitoring and analysing school attendance. This includes following the school procedures and protocols, regular liaison with the School Attendance & Welfare Officer and reporting of attendance to the inclusion manager and senior leadership team• Within the context of the school structures, to negotiate, develop, implement and evaluate appropriate interventions and strategies which will utilise available resources in the child's home, school and community environment.• To undertake joint work and interventions with family members, schools, other practitioners and outside agencies.• Liaise closely and develop collaborative working relationships with colleagues in other agencies and in other sections of the Directorate / School as part of integrated working.• To provide information, advice, guidance and support to families in order to access services and develop parenting capacity.• To be responsible for keeping the school staff informed of work being undertaken with the young person and the family, to offer advice and strategies for relevant members of staff, to promote well-being and minimise risk.• To maintain accurate monitoring data and up to date case records both on manual files and on computer in accordance with school policy• To provide clear, focussed reports and summaries of work undertaken with individuals or groups• Contribute to/and write statements for court and act as a witness at court proceedings where necessary• 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 and peer support• To observe the Health & Safety Policy in relation to self and others• To support LAC and complete paperwork for PEP meetings• Attend all PEP meetings for allocated LAC• To complete breakfast club duties as per school rota
2.2	People

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2.3	Safeguarding	
	Kingshurst Primary School and Prosper Together Multi Academy Trust are 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	
	Work within allocated budgets and in accordance with School Policies and Procedures concerning the use of resources. <ul style="list-style-type: none"> The worker may handle small amounts of petty cash / invoices alongside the School Bursar / Business Manager 	
2.5	Buildings & Equipment	
	To ensure the safe and proper use of school buildings and equipment in accordance with Corporate, Directorate and School Policy. <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 School Health and Safety policy.	
2.7	Policies & Procedures	
	The post holder will be accountable for ensuring that he/she is aware of relevant 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	
	<ul style="list-style-type: none"> Occasional evening and weekend work may be required, for example for home visits, supporting vulnerable children and families to access holiday provision 	
3.2	Equal Opportunities	

		Kingshurst Primary School 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 school therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		Kingshurst Primary School 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	Lean
		Kingshurst Primary School is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
	3.6	Core Qualities & Leadership Framework
		Kingshurst Primary School 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:	Miss Hunter (Headteacher)
Date:	September 2024



Person Specification



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	Child and Family Support Worker	Post No	
Directorate	People		
Division	Schools		
Salary Band/Range	Band D (£30,296 - £34,834)		
Responsible to:	School Head teacher		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ 3 / Level 3 Diploma for Children and Young People or equivalent qualification in an associated field	Degree in Social Policy, Psychology, Community Development or similar related area Counselling qualification	Application

Skills & Abilities	Ability to communicate effectively with children, young people and families in a wide variety of settings, including the child's home environment	Ability to work on own initiative and to think creatively	Interview Assessment
	Ability to work effectively with other team members, foster and maintain working relationships with colleagues from other agencies	Ability to prioritise and organise own workload	Application Interview
	Ability to deal constructively with emotional demands and pressures of the job	Experience in the delivery of group work to children and / or adults	Interview Assessment
	Ability to work on school sites with children and families	Ability to analyse written information and reports from a range of sources	Interview Assessment

	Ability to write clear and concise observations and reports on work undertaken		Application Interview
	Ability to identify and seek support when necessary		Interview Assessment
	Organised with good time management skills		Interview
	IT literate		Application
	Ability to make effective use of community resources		Application Interview

Experience & Knowledge	Substantial experience of working with families alongside children / young people in a social care, educational, health or voluntary setting	Experience working with families to bring about change	Application Interview
	Evidence of partnership working across agencies to achieve joint outcomes	Experience in contributing to the delivery of training	Application Interview
	Knowledge and understanding of children's development and the needs of children within their family networks	Experience of contributing to the supervision and support of volunteers	Application Interview Assessment
	Knowledge of how to promote safeguarding issues for children and their families	Knowledge of the statutory functions and school responsibilities for children in their care	Application Interview Assessment
	To have experience of working with people under stress	Experience of working with children with emotional, social and behavioural difficulties	Application Interview
		Understanding of the additional vulnerabilities and needs of children with disabilities	Interview

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Interview Assessment

	Lean Delivery: understands the concept of Lean, has a customer focus and demonstrates continuous improvement.		Application Interview
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		Interview Assessment
	Service Delivery: understands customer needs and responds appropriately.		Application Interview

Other Requirements	Able to work flexibly		Application Interview Assessment
	Able to drive when necessary Extended Services people carrier		Application Interview
	Able to travel independently around the Borough.		Application Interview

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