

Fulbourn Primary School

JOB DESCRIPTION

POST TITLE: Child and Family Worker



Fulbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose of Post

The purpose of this post is to support children and their families and reduce barriers to learning, which may occur as a result of something which is happening at school or at home. The Pastoral Child and Family Worker will work alongside all staff to provide an extra layer of support for pupils.

Responsible To: Pastoral Lead

Hours of work: 20 hours/ week, term Time only

Pay Scale: Points 7 – 11 £20,092 - £21,748 pro rata

Main Duties

Working with children and parents

- To work with children, developing positive relationships and providing appropriate support.
- To support children's mental health and well-being by helping them to deal with worries and problems.
- To develop home/school links, which encourage good communication between the school and families.
- To promote and facilitate parental understanding of a child's needs.
- To support and advise parents sensitively to help them improve their parenting skills.
- To support parents to provide an appropriate home environment in which children feel safe and which encourages the development of their self-esteem and resilience.
- To signpost and, where appropriate, refer parents to services delivered by other agencies.
- Work with outside agencies such as secondary schools and early education providers to support effective transition for vulnerable children and families.
- Work with families whose children are at risk of exclusion from school.
- To be one of the Schools Designated Child Protection Officers.
- To follow and adhere to all agreed Child Protection, Safeguarding and Lone Working Policies and procedures.
- Organise meetings and drop-in sessions at appropriate times to support parents' needs e.g. Mother and Toddler groups, local parent training.

Co-ordination and liaison with others

- To liaise on a weekly basis with members of the Senior Leadership Team, including the SENCO.
- To liaise with Cambridgeshire County Council specialist staff and Social Workers.
- To develop links with agencies that provide and promote learning opportunities for parents and carers.
- To attend Multi Agency, Early Help Assessment, Child-in-Need and Core Group Meetings to discuss referrals and agree work plans.
- To keep careful, consistent and high quality up-to-date records of meetings, following the school protocols.
- To monitor the effectiveness of all work that has taken place and write reports as required.
- To comply with the school's confidentiality, code of practice, data protection and health and safety policies.

General

- All work to be carried out confidentially.
- To contribute to school ethos, aims and development.
- To attend meetings, run groups and deliver training as required.
- To maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.
- To contribute to performance management in line with school policy.
- To work within the equal opportunities and anti-discriminatory framework.
- To attend training as agreed with the line manager.

Person Specification:

Essential	Desirable
Skills, aptitudes, knowledge and experience <ul style="list-style-type: none">• Previous experience working with children and their families.• Ability to work as part of a team and on own initiative.• Ability to set up and deliver family support programmes including group work	<ul style="list-style-type: none">• Understanding and knowledge of child protection and safeguarding protocols with children and young people• Training in counselling skills, mental health support or similar• Experience of running effective support for families
Personal qualities <ul style="list-style-type: none">• Ability to work with children and young people in a variety of settings within school, home or in the community• Ability to work flexibly and supportively with parents and carers• To maintain professional boundaries when working with adults and children• Good organisational, record keeping, planning skills• Excellent written and verbal communication skills, with colleagues, parents, carers and children• Be tactful, diplomatic and sensitive and have a good sense of humour• Punctuality, patience, reliability and trustworthiness• Ability to take on responsibility and to work on initiatives within boundaries	<ul style="list-style-type: none">• Confident user of ICT
Ability to Safeguard and promote the welfare of children and young people <ul style="list-style-type: none">• To be able to follow the Cambridgeshire Code of Practice and the school's Child Protection and Safeguarding policy• To be reliable and trustworthy and be able to use professional judgement when receiving and dealing with sensitive information	
Qualifications <ul style="list-style-type: none">• English and Maths GCSE at Grade A-C or equivalent	<ul style="list-style-type: none">• 2 A levels or equivalent• NVQ Level 3 or equivalent in a relevant field e.g. Health, social care, early years, working with parents

This post requires a DSB check as there will be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment. Applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice, fluently in spoken and written English.