



JOB TITLE: Family Links Worker
EMPLOYER: Oxfordshire County Council
LINE MANAGER: Headteacher and SENDCo
ACCOUNTABLE TO: John Hampden Primary School Leadership Team and Governing Body

Our Vision:

Since 1837, John Hampden Primary School has built a reputation as a friendly, caring and nurturing environment, committed to excellence in learning. We aim to support children sympathetically and encourage positive attitudes to learning, school and life. We believe that the higher the expectations we have of the pupils, the greater their achievement will be.

JOB PURPOSE

To improve the life outcome and opportunities for the children and their families at John Hampden Primary School by providing a range of family support interventions and activities.

- Working preventatively with identified families to support early intervention by signposting support and guidance in times of change and stress
 - Work directly with children and families; individually and in groups to provide practical support, advice and guidance around a range of issues
 - Work with children who are at risk of exclusion from school by supporting them and their families
 - To raise the attendance and punctuality levels of targeted children
 - To work with other educational providers to support effective transition for vulnerable children and families
 - To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services
 - Support the professional development of staff within the pastoral team and wider whole school team
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JOB CONTEXT

- To work as part of the pastoral team at John Hampden Primary School to deliver universal provision of parenting-skills and focused family support
- To develop the social, emotional and health development of pupils at the school and for their families
- To give targeted individual support to families and carers
- To provide advice and signposting to enable families to access universal and targeted services



MAIN AREAS OF RESPONSIBILITY

Direct work with children and families:

- Develop home/school links to encourage good communication between the school and families
- Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops
- Provide advice on how to develop and maintain positive discipline
- Liaise with the SENCO to gain an understanding of the EHCP process and other SEND issues
- Support families to access information and benefits
- Offer practical help and emotional support for families particularly at times of crisis
- Organise meetings and drop-ins at appropriate times with relevant children and families
- Engage families in activities which supports children's learning
- Develop appropriate opportunities for parenting education
- Have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding and lone working
- Act as one of our Deputy Designated Safeguarding Lead's (DDSL) within a team for the school

Coordination and liaison with others:

- To liaise on a regular basis with the senior leadership team and appropriate staff to share and report information
- To identify and refer children in need cases for initial assessment to schools designating safeguarding lead
- To conduct Family Strength and Need assessments with families to determine next steps of support
- To make referrals to the Children's Advice and Support Services, in order to safeguard children
- To attend TAF's, Core Group meetings and conferences, as appropriate
- To be responsible for carrying out the appropriate actions following assessments/meetings
- To promote healthy living by liaison with school's health workers/school nurse
- To develop links with agencies that provide and promote learning opportunities for parents and carers to attend multi agency team around the family and core group meetings. Furthermore, to discuss referrals and agree a work plan as requested
- To keep careful and high-quality records of meetings and contacts recording actions to be taken
- To record incidents/feedback and undertake general administration on CPOMS
- To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up-to-date
- To monitor and evaluate the effectiveness of the work and providing reports as required
- To identify needs and advocate the development of new work in the area to meet these needs



General:

- To develop a whole school knowledge and understanding of how to support pupils at risk
- To attend meetings and deliver training as required
- To maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role
- To work within equal opportunities and anti-discriminatory frameworks
- To take responsibility for own learning and professional development and to attend training as required

GENERAL INFORMATION:

Grade:	Grade 8
Remuneration:	Salary £29,269 - £32,076 FTE per annum
Type of contract:	Full time/Permanent
Hours of work:	As agreed with Line Manager/Headteacher

NOTE:

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is essential. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of John Hampden Primary School to review job descriptions to ensure that they relate to the role as then being performed, or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Headteacher in consultation with the post-holder before any changes are implemented. The post holder is expected to participate fully in such discussions and implementation.

SAFER RECRUITMENT:

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

