

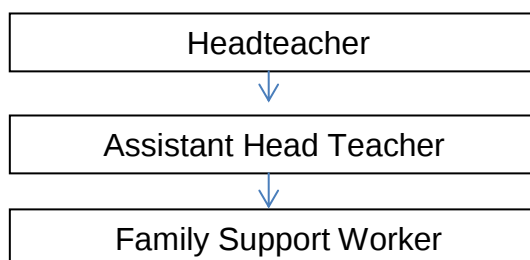
JOB DESCRIPTION

School: Addington School	Location: Woodley, Reading, Berkshire
Job Title: Family Support Worker 32.5 hours per week, 41 weeks per year	Grade / Salary Range: Grade 6 SCP 18-24 + SEN £24,982 - £28,672 per annum, pro rata + SEN

JOB PURPOSE

To develop good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities;
To be proactive in identifying needs in order to support children and families with information, advice and guidance.
To respond to requests from staff and parents.
To develop and run effective Parent Coffee mornings and training sessions.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- ❑ Establish and foster good relationships with all parents/carers of children at the school. Encourage involvement of all parents in the school and its activities. Build relationships with new parents and assist in induction sessions
 - ❑ Promote the self-esteem of parents/carers, and help them communicate openly and provide support to enable effective parenting. Discuss, when necessary, in a confidential manner, difficulties at home.
 - ❑ Support inclusive practice, focus work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families
- Liaise with :
- Assistant Head
 - Teachers / Specialist staff
 - Headteacher
 - Designated Safeguarding Lead
 - Education Welfare Officer
 - Medical / nursing/ therapy services
- ❑ To work alongside school staff and parents in order to help introduce school systems into the home and to develop systems to support parents at home.
 - ❑ Understand impact of good attendance for the child

- ❑ Share information on practical childcare and parenting skills – Organising and facilitate training and events for parents.
- ❑ Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to, eg out of school activities, benefits, charities etc.
- ❑ Actively promote the family support services provided by Children's Services, Social Care, Disabled Children's Team and neighbouring LA partners, etc.
- ❑ Keep effective records and provide data, as required, for school and local authority needs. Complete referral forms to request services.
- ❑ Support parents in making requests for support and equipment
- ❑ Participate fully in regular supervision sessions, staff appraisal and in-service training
- ❑ Also such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that this is a new area of work. It is intended to give an overall view of the position and should be taken as guidance only.
- ❑ Provide support in the home to enhance parenting skills.
- ❑ To follow the lone working policy
- ❑ Provide home visits to support parents in all matters connected to their child's disability

SCOPE OF JOB (Budgetary / Resource control, Impact)

CONFIDENTIALITY

All matters relating to families health and personal affairs are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Disciplinary action including dismissal will be taken against any employee contravening this regulation. All staff are expected to respect the requirements under the Data Protection Act 1984, and its subsequent amendments.

HEALTH AND SAFETY

In accordance with the provisions of the Health and Safety at Work Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

- ❑ **All employees are required to participate in the schools accident/incident reporting systems and to comply with procedures and techniques for managing risks.**

PERSON SPECIFICATION

Job Title: Family Support Worker
Reports to (job title): Assistant Headteacher

- * E = Essential Criterion (required at point of recruitment)
D = Desirable Criterion (can be developed over time)

KEY CRITERIA * E / D?	
<u>Qualifications and Experience</u> ☐ NVQ level 3 or equivalent ☐ The post holder will have regard to child protection procedures ☐ Some experience of working with families and their children	E E D
<u>Knowledge</u> ☐ Knowledge of working with pupils with SEND	E
<u>Skills and Abilities</u> ☐ Good interpersonal and communication skills and the ability to develop effective relationships with children and their parents and professionals ☐ Ability to deal with sensitive issues, understand conflicting views and expectations and cope with a range of issues and behaviour. ☐ Ability to demonstrate a person centred commitment, valuing diversity and demonstrating respect for the language, religion and cultures of others ☐ Ability to recognise degrees of risk, change and conflict and to identify personal stress levels, seeking advice and support when necessary within and outside personal supervision ☐ Good organisational skills – able to prioritise workload and have good time management skills ☐ Ability to provide support to families of a developmental and enabling nature ☐ Able to undertake lone working in a household setting as well as working as part of a team	E E E D E E E
<u>Work-related Personal Qualities</u> ☐ A flexible approach to work ☐ A sense of responsibility ☐ Tact and diplomacy ☐ Integrity ☐ Empathy	E E E E E
<u>Other Work-related Requirements</u> ☐ Some flexibility to work outside normal school hours and during school holidays when required ☐ Hold current driving licence and Insurance cover for business usage and have use of own car ☐ To actively take part in a programme of Continuing Professional Development and further training to meet targets agreed in Individual Performance Reviews	E E E

