**Family Support Worker Job Description and Person Specification**

**The Role:**

To provide high quality, well planned pastoral support and guidance to pupils and their families to promote high expectations, raise aspirations and facilitate academic progress. To enable all pupils to develop personal excellence and a sense of pride within the school.

**Key Responsibilities:**

* To identify pupils and families in need of additional support and promote effective home-school partnerships.
* To engage with vulnerable children and families to formulate a package of support
* To act as a point of contact in school for children and families in need of support
* To build effective relationships with families
* To maintain regular contact with families of children receiving support to encourage positive family involvement in the child’s learning
* To monitor attendance, behaviour, and achievement of targeted pupils.
* In conjunction with the class teacher resolve issues that are impacting on academic performance in a timely manner.
* Establish good working relationships with pupils, acting as a role model and setting high expectations
* Provide consistent support to all pupils, responding appropriately to individual pupil needs
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
* Use specialist (curricular/learning) skills/training/experience to support pupils
* To ensure that parents are fully involved in their child’s pastoral care by establishing regular contact with those in the most need.
* Provide mentoring to small groups of children to secure their academic progress.
* To track and evaluate the impact of support plans.
* Leading and supporting with EHAs and TAF caseloads
* To prepare documentation for and liaise with stakeholders involved in the pastoral care of pupils both within and outside of the school.
* Liaise in the community and with external agencies as directed to secure the wellbeing of targeted children.
* To ensure information is forwarded to the Safeguarding and Child Protection Lead as appropriate
* To maintain record keeping in accordance with the policies and procedures in place in school, including case studies
* To undertake training and development relevant to the post and in line with the school’s priorities, especially safeguarding practice.
* To undertake any other duties as directed by the SENDCO/Deputy Headteacher /Headteacher.

**Bedford College academies trust (BCAT) is fully committed to its duties relating to Child protection issues and all appointments are made subject to full DBS clearance**

**Family Support Worker – Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| Education and Qualifications | Grade C GCSE or equivalent  in Maths & English    Level 3 in health, childcare, social care, or equivalent qualification. | Safeguarding/Prevent  Qualification  DSL Qualification  Counselling skills  First Aid  Training/qualification to run specific groups for children and parents |
| Competence, Ability and Skills | 2-3 years’ experience of working with children/young people and their families in a paid or voluntary capacity    Experience of working with children under five    Experience of working with people with challenging behaviour and evidence of ability to manage this successfully    Good communication skills - verbal, listening and observation    Able to think creatively and to problem solve    Ability to make independent judgements and exercise initiative within agreed limits    Organisational ability and  accurate record keeping skills    Sound knowledge and understanding of child development and the needs of children    Awareness of the impact of family social and environmental factors on the life chances of children and young people  Understanding of the issues around keeping children and young people safe    Ability to develop respectful relationships with children, young people, and their families    Ability to support people in distress/crisis    Ability to manage confidential and sensitive information    Ability to liaise effectively with a range of colleagues and professionals    Good verbal and written communication skills    Ability to keep accurate records and to understand and apply rules of confidentiality, only sharing information where appropriate in accordance with centre policy.    Holder of a full current driving licence and able to travel freely from place to place.    Ability to show empathy and understanding towards others and the difficulties they face.    To be able to build positive relationships with parents, children, and other agencies | Good IT skills.    Experience of working with a variety of different agencies    Experience and ability in dealing with complex situations involving young  people, families, and staff    Ability to assess the needs of children and their families.    Ability to write clear comprehensive and legible reports.    Ability to prioritise own workloads and to recognise own coping mechanisms |