



BCC

Belper Cluster
Collaboration



**BELPER
SCHOOL**
and Sixth Form Centre

Family Support Worker for Belper Cluster Collaboration

(Fixed Term Post 1 September 2022 until 31 August 2024)



ROLE INFORMATION FOR FAMILY SUPPORT WORKER

Our family (cluster) of schools* wishes to appoint a Family Support Worker. This is an interesting and varied role and creates the opportunity to make a real difference to families.

The role involves supporting the individual needs of students by providing early help and support to identified families within our schools. Some flexibility of work hours may be required in order to support our families across the Belper cluster of Schools.

The successful candidate will have a proven track record of working with young people and families with specific needs, their own transport, full driving licence as well as GCSE English and Maths grade 4 (C) or above or equivalent as a minimum.

If working in this sort of environment appeals to you, please read the supporting information below and follow the instructions on how to apply.

*Belper Cluster Collaboration (family of schools) includes: Ambergate Primary; Belper School and Sixth Form Centre, Herbert Strutt Primary; Long Row Primary; Milford Primary.

APPLICATION METHOD

Role Type: Fixed term post from 1 September 2022 until 31 August 2024

Start Date: - 1 September 2022 with an earlier start possible

Application closing date: 11.59pm, Sunday 26 June 2022

Applications can be made using the "Support Staff Application Form". Please use the section of the form entitled "Summary of Experience, Skills, Knowledge and Competencies" to write your letter of application.

Belper School and Sixth Form Centre is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake pre-employment checks including a criminal record check via the DBS before they can be appointed. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Post title:	Family Support Worker for Belper Cluster Collaboration
Grade and Salary :	Grade 8 Actual salary Pay Point 12 to 15 - £20,740 to £22,415 p.a (Based on full time Grade 8 Pay Point 12 -15 £23,657 - £25,568 pro rata)
Job Family:	Student Support Services
Responsible to:	Assistant Head at Belper School and Sixth Form Centre
Hours of work:	37 hours per week Monday: 8.00am – 4.00pm with 30 minutes for lunch Tuesday: 8.00am – 4.00pm with 30 minutes for lunch Wednesday: 8.00am – 4.00pm with 30 minutes for lunch Thursday: 8.00am – 4.00pm with 30 minutes for lunch Friday: 8.00am – 3.30pm with 30 minutes for lunch
Weeks of contract:	40 weeks per annum (being 39 weeks of term time including INSET days plus 1 week during school holidays)
Flexible working:	Term time working hours are as set out above, however some flexibility of work hours may be required in order to support families. One week (37 hours per annum) are worked flexibly in school holidays over a year, which runs from 1 September. A record should be kept and submitted half termly to the line manager
Cluster arrangements:	Belper Cluster Collaboration family of schools includes Ambergate Primary, Belper School and Sixth Form Centre, Herbert Strutt Primary, Long Row Primary and Milford Primary. Belper School and Sixth Form Centre is the Host School and the employer.

Role Description

Purpose of the Post

- To provide early help and support to identified families within the schools of the Belper Cluster Collaboration

- To support students and their families, whose difficulties are providing significant barriers to their learning
- To improve student progress and achievement by helping reduce barriers to learning and maximising student and parent engagement
- To work with staff to raise attendance levels of identified students
- To work preventatively with identified families to provide early intervention, signposting support and guidance
- To persuade, empower and motivate families to engage and overcome barriers to change which may involve managing and overcoming challenging behaviour towards family members
- To liaise with relevant agencies to improve swift access to statutory and voluntary services

• **Key Tasks and Responsibilities**

- To work as part of our Intervention Team to ensure that vulnerable young people and their families are supported, so that they can thrive within their school and community and achieve their full potential
- To attend, as and when necessary, Child in Need/Team Around Family meetings and to feed back to the DSL within the school
- To share knowledge and provide guidance to other staff in relation to a range of programmes of support, which will meet the needs of students and their families
- To ensure a continuous and consistent implementation of relevant safeguarding procedures, policies, legislation and emerging themes learned from serious case reviews to protect children and young people and ensure their safety. To undertake training and development activities relevant to the position
- To co-operate with the schools in complying with relevant health and safety legislation, policies and procedures. To carry out the duties and responsibilities of the post in compliance with each school's equal opportunities policy
- To maintain confidentiality, observe data protection and associated guidelines where appropriate
- To keep accurate, timely monitoring and progress records
- To undertake any other duties and responsibilities as required that are in keeping with the nature of the post
- Support for Families
- To work closely with families, providing a means for smooth transition and effective communication between school, families and other agencies
- To provide practical help and emotional support to families at particular times of crisis
- To engage parents in activities that support children's learning
- To work alongside other staff to support students and their families whose behaviour is a barrier to learning and where the young person may be at risk of exclusion
- To work with the Attendance Managers to encourage and persuade parents to secure high levels of school attendance and be prepared to confront and support parents who neglect their duty in ensuring their child attends school every day
- To liaise with relevant agencies and professionals, completing necessary paper work.
- To create and implement action plans and intervention strategies for individual and groups
- To source and contribute to the delivery of family and parenting classes

- To monitor and evaluate the effectiveness of work with families and provide reports as required
- To undertake Early Help Assessments and where appropriate be the lead professional to ensure that young people are kept safe and protected from harm

Line management or supervisory responsibilities (if applicable)

- To line manage an Assistant Family Support Worker (if applicable)

Supervision received (if applicable)

- The line manager is the Assistant Head at Belper School and Sixth Form Centre
- Supervision is also provided by the Headteacher/DSL in each of the cluster primary schools

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

(Evidenced by application form, references, interview ,task)

Knowledge and Skills

Essential

- A proven track record of working with young people and families with specific needs
- Own transport and full driving licence

- Understanding of the development of children and empathy with the needs of vulnerable children and families
- Good knowledge and experience of the requirements and legislative environment for child protection and safeguarding; a thorough understanding of safeguarding procedures
- Ability to engage constructively with, and relate to, a wide range of young people and adults with different social and cultural backgrounds
- Ability to form relationships with all family members and an ability to challenge in order to help families change
- Experience of working with families who are resistant to engage with support
- The ability to constructively resolve conflict
- Understanding of the principles of treating others with dignity and respect
- Ability to establish and maintain professional boundaries
- Ability to work effectively with agencies including giving advice and information
- Experience of engaging with a range of external agencies
- Previous experience of working with multi-agency teams
- Ability to assess the needs of children and families
- Ability to record and review progress against action plans and amend these as necessary
- Ability to analyse information and data and produce reports
- Competent user of ICT

Desirable

- Recent experience of working in a school environment
- Previous work involving the use of MS Excel, Word and PowerPoint packages to present and manipulate data
- Experience of managing other staff
- Experience of writing reports for court
- Knowledge of the needs of the local community
- Counselling skills

Personal Qualities

Essential

- Ability to relate to children of all ages in particular from age 4 to 16
- Excellent inter-personal skills and ability to communicate effectively with students, parents, staff and professionals
- Ability to recognise the need for and maintain a high degree of confidentiality
- Ability to remain calm under pressure
- Systematic, well-organised and able to manage time effectively
- Ability to work on own initiative with minimum supervision
- Ability to work effectively as part of a team to achieve common goals
- Willingness to be flexible and adapt working hours to respond to the needs of the role
- Awareness of personal safety and risks
- Committed to attend training courses in order to maintain/update skills and knowledge

- Initiative and judgement to know when to request further advice, what information to share and what action to take
- Excellent punctuality and time keeping
- Positive attitude and resilience
- An understanding of and a commitment to equal opportunities issues both within the workplace and the community in general

Qualifications

Essential

- English and Maths GCSE at Grade 4 (C) or above. (or equivalent)
- A commitment to complete relevant further professional qualifications.

Desirable

- NVQ Level 3 child welfare qualification or other relevant professional qualification

Corporate Competencies

Essential

- General knowledge and understanding of the requirements of a school environment
- Ability to relate to students aged 11 to 18
- Punctuality and reliability
- Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area
- Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the need for confidentiality and knowledge of data protection principles