

# JOB DESCRIPTION

<b>School:</b> Kennet Valley Primary – SEMH & ASC Resource Unit	<b>Grade/Salary Range:</b> G
<b>Job Title:</b> Family Support Worker	<b>Responsible to:</b> Teacher-in-Charge of the RB and Headteacher

## JOB PURPOSE

To work as part of a whole school team to support the needs of students and their families in order to improve outcomes for all. This is as part of a new provision for Primary aged children with Social Emotional Mental Health challenges and Autism Spectrum Condition. Ensuring that needs are identified as part of early intervention and that appropriate referrals are made to other support agencies as appropriate. To support families to engage with support services inside and outside of school and to monitor the impact upon the students' lived experiences and learning and developmental outcomes.

The FSW will support families and provide advice on areas that impact upon the lives and outcomes of learners such as; learning and development needs, attendance concerns and Emotional Based School Avoidance, healthy lifestyles, study support, behaviour that challenges, family relationships, peer relationships, bullying, domestic abuse, bereavement or loss, parenting support, young carers, practical living advice and information on issues such as housing, childcare, play and leisure services.

## MAIN DUTIES AND RESPONSIBILITIES

### Direct work

- To work directly with parents/ carers of individual children, providing advice, information and practical and emotional support including parenting services where qualified/experienced
- As part of a multi-professional teams to assess need and to contribute to the development of effective service responses
- With multi-professional networks to arrange group work and more informal events for students and parents/carers on issues that benefit from this approach
- To encourage parents' participation in the education of their children in the school and its activities
- To consult and involve children in service developments where appropriate

### Within school

- To work under the direction of the Head teacher via the designated staff member and attend supervision meetings
- To contribute to the development and implementation of initiatives within the school that support positive engagement and pro-social behaviour, good health and emotional well being.
- To encourage links between schools and the community
- To attend Annual reviews, CIN meetings etc. as appropriate

### Partnership working

- To establish effective working relationships with schools, educational services, students and parents.
- To establish effective relationships and networks with other agencies including police, social care, health, housing, voluntary and community services etc
- To ensure that there are well developed links with Extended Schools services, Children's centres (where appropriate) and Early Years Services
- To develop strong links with early response services in both health and social care

### Administrative

- To maintain written records for young people and families as directed by the Head teacher
- To complete and/or contribute to assessments of students' and young people's needs and where required produce short relevant reports
- To collect and report on information regarding the take up and quality of the service provided and to identify and report on service gaps and deficits
- To contribute to the evaluation of the Family Support service in schools and attend FSW meetings.

### Corporate

- To promote equality for all individuals recognising and encouraging anti-discriminatory behaviour, recognising young people's rights and choices and respecting personal beliefs and identity

- To share information as required under the West Berkshire Information Sharing protocol and confidentiality statement
- To participate in the development of policy and procedure as appropriate

**Personal and professional development**

- To take up and use regular professional supervision provided by the Pastoral Manager
- To adhere to the Code of Conduct and practice standards relevant to the post
- To participate in internal and external staff training and development.

**Other**

- To undertake additional duties as required

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

The postholder will work in the context of relevant legislation and West Berkshire Council policy and procedures.

The work area is subject to frequent change, requiring clarity about priorities on completing demands for resources.

The post holders' effectiveness in the role depends on interagency working with education, health and other relevant agencies.

The postholder will have regular contact with service user's and their carers and departmental staff including Head teachers and senior managers in other agencies.

# PERSON SPECIFICATION

School: Kennet Valley Primary School	Job Title: Family Support Worker working in the Resource Base for children with SEMH/ASD
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Qualifications And Training</b></p>	<p>Maths and English GCSE.</p>	<p>IT Literate. Achieved NVQ3 or above or A level Training in some aspect of education.</p>
<p><b>Competence Summary</b> (Knowledge, abilities, skills, experience)</p> <p>Progression through salary grades will depend on worker's ability to demonstrate competencies potentially those arrowed from 'desirable' to 'essential'</p>	<p>2-3 years experience of working with children/young people and their families or in a paid or voluntary capacity.</p> <p>Experience of working with people with SEN challenging behaviour and evidence of ability to manage this successfully</p> <p>Negotiation skills Good verbal communication skills, listening and observation Able to think creatively and to problem solve</p> <p>Ability to make independent judgements and exercise initiative within agreed limits</p> <p>Organisational ability and accurate record keeping skills.</p> <p>Sound knowledge and understanding of child development and the needs of children</p> <p>Maintain confidentiality</p> <p>Awareness of the impact of family social and environmental factors on the life chances of</p> <p>Knowledge and willingness to provide parenting support groups</p> <p>Understanding of the issues around keeping children and young people safe</p> <p>Understanding of the welfare and benefit system, as related to children with learning difficulties, and a willingness to support families in accessing support</p> <p>Ability to develop respectful relationships with children and their</p>	<p>Experience of working with the education system.</p> <p>Experience of working with a variety of different agencies</p> <p>Experience and ability in dealing with complex situations involving young people, families and staff.</p> <p>Ability to assess the needs of children and their families.</p> <p>Ability to write clear comprehensive and legible reports.</p> <p>Knowledge of the education system and the ability to help young people to make the most of it.</p> <p>Ability to prioritise own workloads and to recognise own coping mechanisms.</p>

	<p>families.</p> <p>Ability to support people in distress/crisis</p> <p>Ability to handle confidential and sensitive information</p> <p>Ability to liaise effectively with a range of colleagues and professionals.</p>	
<b>Work-related Personal Requirements</b>	<p>Working hours will need to be flexible and may include some evening working and occasional weekend working</p> <p>Need for flexibility in fulfilling job and requirements and in the evolving nature of the job.</p> <p>Willingness to fully participate in line management and supervision meetings</p> <p>Able to work on own initiative</p> <p>Appreciation of the value of team work</p> <p>Knowledge of local organisations / agencies offering support to CYP and families</p> <p>Ability to work calmly under pressure.</p> <p>Sense of humour.</p>	Car driver/daily use of a car.
<b>Other Work Requirements</b>		