



## **Family Support Worker (Safeguarding Focus) King's Academy College Park**

### **Job Description & Person Specification**

#### **Purpose of the Role**

To support vulnerable pupils and families by addressing safeguarding concerns, improving engagement and removing barriers to attendance, wellbeing and learning.

#### **Job Description**

##### **Safeguarding**

- Act as a key safeguarding practitioner under the direction of the DSL/AHT for Inclusion.
- Support the implementation of safeguarding procedures in line with statutory guidance and school policy.
- Contribute to safeguarding records, chronologies and referrals in a timely and accurate manner.
- Participate in child protection conferences, core group meetings, and other multi-agency safeguarding meetings as required.
- Undertake home visits where appropriate and in accordance with school policy and risk assessment procedures.

##### **Family Support & Early Intervention**

- Provide practical and emotional support to families experiencing social, emotional or financial challenges.
- Work with parents/carers to improve attendance, punctuality and engagement with school.
- Promote positive parenting strategies and signpost families to relevant support services.
- Contribute to Early Help assessments and plans, monitoring progress and impact.
- Develop supportive, professional relationships with families built on trust, respect and clear boundaries.

##### **Attendance & Engagement**

- Monitor attendance data alongside senior leaders to identify pupils requiring targeted support.
- Implement attendance improvement strategies and support plans for identified pupils.
- Follow up absences and conduct supportive home visits where concerns arise.
- Support reintegration following periods of absence or external intervention.

##### **Multi-Agency Working**

- Liaise effectively with external agencies, including social care, health professionals, housing, and voluntary organisations.

- Coordinate support and ensure joined-up working to improve outcomes for pupils and families.
- Advocate for families where appropriate to ensure access to services and support.

### **Record Keeping & Confidentiality**

- Maintain accurate, up-to-date and confidential records in line with data protection requirements.
- Ensure safeguarding documentation is completed promptly and stored securely.
- Provide reports and updates to senior leaders as required.

### **Safeguarding**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

### **Health, Safety and Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety and security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

### **Equity, Diversity and Inclusivity**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

To be a team player and be prepared to undertake the work of another team member in their absence with the relevant instruction and supervision.

Be prepared to undertake any other duties at the discretion of the Inclusion Lead or Headteacher to assist in the smooth running of the school.

### **Person Specification**

Skill/Attribute	Essential	Desirable
Experience working with children and families in a support or safeguarding role	✓	
Strong understanding of safeguarding procedures and thresholds	✓	
Ability to build trusting relationships with families	✓	

Excellent communication and record-keeping skills	✓	
Resilience and ability to manage sensitive situations	✓	
Strong organisational and administrative skills	✓	
Strong interpersonal and communication skills with various stakeholders	✓	
DSL/Safeguarding or family support qualification		✓
Experience of early help or social care processes		✓
Knowledge of local authority services		✓
Experience of supporting attendance improvement strategies in a school setting		✓

**Signed**

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**Date** .....