

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Family Support Worker

**MEMBER OF STAFF:** Vacancy

**GRADE:** 8

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** Student and Family Support Manager

**OVERALL RESPONSIBILITY:**

To work with families to support the engagement and well-being of students at school and at home. The role will involve working with our partner primary schools and the pastoral team at Lady Manners School to plan and support learning and behaviour programmes. To support Early Help Assessments and act as lead professional where appropriate.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Work as part of our team of pastoral staff and partner primary schools to ensure that vulnerable young people are supported so that they can thrive within school and community to achieve their full potential.
2. Promote and support well-being and positive behaviour.
3. Provide support to families where students, particularly vulnerable students, are identified as requiring improved attendance.
4. Work with young people and families to develop action plans to tackle identified need and achieve lasting change.
5. Record and review progress against action plans and amend these as necessary.
6. Build and sustain relationships with partner agencies in order to effectively signpost families to appropriate support. Encourage the active participation of families with the services offering support.
7. Persuade, empower and motivate families to engage and overcome barriers which may involve managing and overcoming challenging behaviour from family members.
8. Organise / promote events in and out of school that allow young people to develop wider interests and participate in community initiatives in order to develop their self-esteem and confidence.
9. Work on a one to one or small group basis with young people to provide nurturing opportunities for children.
10. Develop and deliver parenting support groups and training.
11. Access school or external funding to support vulnerable young people and families.
12. Undertake Early Help Assessments and where appropriate be the lead professional to ensure that young people are kept safe and protected from harm.
13. Be responsible for accurate, detailed and timely record keeping and report writing, for meetings which could be multi agency, specialist or legal.
14. Attend Child in Need/ Safeguarding conferences and core groups on instruction.
15. Take responsibility, where appropriate, for students’ cases when they are classed as children in need or have a child protection plan.
16. Ensure a continuous and consistent implementation of relevant safeguarding procedures, policies, legislation and emerging themes learned from case reviews to protect children and young people and ensure their safety.
17. Provide support for parents at meetings and appointments.
18. Support vulnerable students at times of transition including attending transitional annual reviews of statemented/EHCP students.
19. Ensure that practice reflects the school ethos, is child-centred and conforms to Derbyshire Safeguarding procedures and statutory requirements.
20. Report to and advise the Senior Leadership Team, Governors and other relevant staff with regards to the areas of responsibility.
21. Contribute to wider school support systems particularly within the pastoral and special needs areas.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Support the aims and ethos of the school.
2. Undertake training and development activities relevant to the position.
3. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
4. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** |
| Working with young people/children and families with complex needs | Essential |
| Acting as lead professional | Essential |
| Having an understanding and experience of working with students with attachment issues | Essential |
| Engaging with a range of external agencies to support families | Desirable |
| Leading training and/or support groups with parents/carers | Desirable |
| Writing Early Help assessments | Desirable |
| Working within a school environment | Desirable |
| Working with families who are resistant to engage with support | Desirable |
| **Qualifications:** |
| Good standard of education at a minimum of GCSE or equivalent | Essential |
| Multi-agency safeguarding training | Desirable |
| Relevant degree-level qualification (e.g. social work, youth work) | Desirable |
| Level 3 qualification in working with children, young people vulnerable adults and their families  | Desirable |
| Evidence of continuing professional development | Desirable |
| **Knowledge:** |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| Thorough understanding of safeguarding and procedures | Essential |
| Understanding of the development of children | Essential |
| Early Help Assessments | Essential |
| Awareness of personal safety risks | Essential |
| Sources of support within the local community | Desirable |
| The needs of the local community | Desirable |
| **Skills:** |
| Empathy with the needs of vulnerable children and families | Essential |
| Ability to assess the needs of children and families and implement action plans | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work effectively with agencies including giving advice and information | Essential |
| Ability to challenge in order to help families change | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Using IT to enhance effectiveness and efficiency | Essential |
| Good communication skills, including presentation skills | Essential |
| Ability to analyse information and data | Essential |
| Writing reports for courts | Desirable |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Values the development of independence and self-esteem in young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training | Essential |
| Have a full driving licence with business use insurance and a willingness to travel to rural areas | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*