

FAMILY SUPPORT WORKER

JOB DESCRIPTION

Job Title	Family Support Worker
Salary	Range F (Point 30 to 42, £28,202 to £35,767) A job share will be considered alongside flexible working arrangements suitable to fulfilment of the role responsibilities.
Contract Type	Permanent – 36.5 hours per week – Full Time, full year A mobile phone and laptop will be provided to enable performance of duties. Access to a car would be required to fulfil the role.

JOB DESCRIPTION AND PURPOSE:

To support the work of the school in raising the achievement, aspirations, and opportunities for our pupils with SEND and their families by providing support, advice, and interventions to families within our school community.

JOB CONTEXT

The pupils in our school communities may have a wide range of needs encompassing the full spectrum of learning difficulties. Some pupils have complex physical, health & sensory needs and pupils may also have social, emotional, mental health needs, communication difficulties and additional difficulties such as ADHD, PDA, ODD and autism.

To support the social, emotional and health development of pupils at the school and for their families.

To give targeted individual support to families and carers, maintaining professional boundaries at the same time as fostering close working relationships.

To provide advice and signposting to enable families to access universal and targeted services.

REPORT TO: Head Teacher

Will work closely with the Headteacher and the school's Senior Leadership Team, the Trust DSL and Trust Safeguarding Lead.

DUTIES AND RESPONSIBILITIES

Key responsibilities

Family Support

- To act as a point of contact in school for families in need of support and establish constructive relationships with parents / carers and communicate information as required.
- To work with the school on the early identification of families needing support and take appropriate action including home visits.
- To complete Early Help Assessment referrals with families in order to assist them in seeking the most appropriate support.
- Be the school based Early Help lead professional for families who do not already have one allocated from another service, setting up and running, multi-agency Team Around the family meetings in order to support families in improving outcomes for the young people.
- To provide advice, support, and practical ideas in promoting learning, communication, and positive behaviour at home.
- To maintain regular contact with families of children receiving support to encourage positive family involvement in their child's learning.
- To provide information to parents and carers about events happening in their local areas, particularly in relation to events targeted at pupils with SEND.
- To signpost families and provide information on other services in their local area.

Liaison with colleagues and external agencies

- To work with the Trust Safeguarding Lead to develop proactive outreach, support, and intervention work with vulnerable families, using best practice in the Trust, and beyond.
- To refer when appropriate to other services e.g., Cerebra, Resources for Autism etc. and to assist families when completing paperwork if necessary.
- Liaise professionally with external agencies such as Children with Disability Team, Early Help Team, Housing, school nursing team.
- To organise, lead and host parent/carer 'coffee mornings' and/or parental workshops (remote and in person) on a half termly basis, liaising with other professionals to attend if needed.
- To initiate, run and co-facilitate education and information programmes and other less formal groups for parents / carers and support these programmes operating in school to establish a Parent, Carer Teacher Association and be the main point of contact.
- Work with other FSWs across the Trust to develop a range of accessible resources, sharing best practice to continually develop the FSW proposition as children transition through schools.

Attendance

- Work with families where needed to support the school in promoting good attendance and punctuality of all pupils, including the writing and monitoring of plans to improve individual pupil attendance and liaison with external agencies.

Child Protection

- To report to the Senior Leadership Team (DSLs) on progress and activity around Early Help and work with vulnerable families.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To receive training on the responsibilities of a Deputy Designating Safeguarding Lead in support of the school team.

Record Keeping and Training

- Undertake relevant training in order to comply with the requirements of the post.
- Participate in arrangements for your own further training and professional development.
- Maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.

General

- Carry out other duties as outlined by the Head Teacher pertinent to the post and the needs of the Trust
- Demonstrates that you are an effective professional who challenges and supports all pupils and staff to do their best through being respectful and professional, engaging, and motivating
- families by inspiring trust and confidence.

REVIEW AND AMENDMENT

- This job description is normally subject to annual review. It may be amended at the request of the Head teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

PERSON SPECIFICATION

JOB TITLE - Family Support Worker

Criteria	Essential	Desirable
Education, qualification and professional development	NVQ Level 4 or equivalent in a related field GCSE grade A-C or equivalent in Maths and English Good ICT skills	Other educational/professional qualifications, especially linked to SEN, safeguarding or therapeutic intervention Designated Safeguarding Lead training and/or experience
Experience, professional skills and knowledge	Experience of delivering evidence-based interventions with children, young people and their families Experience of completing Early Help assessments of a child's needs that identifies needs and informs Intervention Able to identify issues that require escalation to the DSL team in line with the School Safeguarding Protocol and the Right Help Right Time guidance to promote and safeguard the welfare of children and their families. The ability to follow instructions from the Designated/Deputy Designated Safeguarding Lead and also show initiative and work independently To make effective contributions to the team as appropriate Ability to establish positive relationships with pupils and their families and empathise with their needs The experience of and the ability to deal positively with children and parents Ability to demonstrate active listening skills Ability to use language and other communication skills that pupils can understand and relate to Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	Knowledge of SEN Code of Practice Recent Special School experience, preferably within the discipline and/or specialism for the school to which you are applying. Ability to use school-based management information systems

Personal qualities and attributes	Ability to work within a team effectively Enjoy working with children and their families. Committed to high professional standards Well organised and efficient Work flexibly and have an approachable manner Demonstrates a strong commitment to education and to the ethos of the Schools / Trust Emotional resilience and ability to build and form working relationships taking account of professional and operational boundaries Other travel may be required e.g., to pupil's home addresses Work flexibly as required in support of the duties of the role Access to a car for use while at work and driving licence with no more than 3 penalty points at the time of application. There is an expectation that the postholder will have car insurance for work purposes.	Excellent interpersonal and communication skills including the ability to relate well to people on all levels. Shows drive, enthusiasm, and commitment in the achievement of objectives Collaborative working style