

## Job description: Family Support Worker - Meadow Park Academy

<b>Location</b>	Reading
<b>Contract term</b>	Fixed Term
<b>Full time/term time</b>	Full time or Part time considered/Term time
<b>Pay range</b>	RG4 SCP 11-17
<b>Reporting to</b>	SENDCo/SLT

### Job purpose

1. To work alongside the inclusion and leadership teams in order to target services, and to enlist members of the wider community to support all families within Meadow Park Academy.
2. To provide support, guidance and advice to parents, carers and the school.
3. To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.
5. To work as part of a team to ensure the efficient and effective running of the Inclusion Team.

### Main duties and responsibilities

**Research, plan for and carry out support activities which deliver targeted resources, materials and provision based upon need within the school community. For example:**

- Support achievement of school improvement objectives through parental engagement and working with support services.
- Conduct research of the needs of families by working alongside families in a variety of contexts, on the school gate before school, drop-in sessions, attending parent/teacher meetings etc. and providing a clear needs analysis and provision map to support needs.
- Provide support and guidance to families by using active literacy to help identify their needs and signpost to appropriate external support services. Support families directly where appropriate e.g. with application form filing on-line, self-referrals etc.
- Provide emotional support and feedback to parents/carers.
- Support the induction of new families joining the school during term time.
- Provide feedback to the leadership team on the development and impact which the role is having on the school community.
- To hold the role of Child Protection Officer for the school.

**Support the school to provide a range of extended school services. This should be done in cooperation with the head teacher, teachers, other staff, governors, parents and children. For example:**

- Liaise with school staff and external agencies to map out and provide a varied menu of activities for all children – including targeting the children who are ‘hard to reach’.
- Provide information sessions for parents using speakers from extended services (e.g., EWO, Dyslexia Awareness, Autism Support and Adult Education).
- Plan, develop, host and review family learning events.
- Support school staff and parents in the swift and easy referral to a range of specialist services

**Develop family-based learning events designed to engage families in improving family communication, family learning, attendance, and achievement. These will be planned in liaison with the leadership team:**

- Provide regular drop-in sessions and provide parents with links to extended services.
- Communicate and publicise events effectively to reach all families using a variety of methods.
- Continue the development of the Meadow Voices parent support group.
- Facilitate and organise other parent workshops and meetings with internal and external agencies at the request of parents.
- Collaborate with school staff, community members and families to develop programmes and activities geared to reach families who are underrepresented because of social, economic, racial and/or language barriers.

**Help teachers/staff and families to develop strong partnerships and enhance communication between families/parents and school staff. For example:**

- Provide up to date notice boards linked to community cohesion and extended school activities throughout areas of the school for parents and visitors to view and remain up to date with events.
- Communicate regularly with Headteacher, leadership team and teachers regarding parents and families with ideas or concerns.
- Document events and activities within portfolios of evidence which should include images, reports, sign in sheets and all publicity used – including an impact statement of the event.

**Be aware of best value practices and be able to seek and bring in new monies to support the extended school’s activities. For example:**

- Undertake further fundraising events to support the school budget.

**Develop the notion of Community Cohesion within the school and surrounding area.**

- Develop partnerships with businesses locally, nationally, and globally to provide experiences for the children and their families within the school.
- Attend professional development opportunities as agreed within Performance Management schedule, job description and school need.

**Support for Parents & Carers**

- To build and develop constructive relationships with parents/carers and be a presence on the playground before school as well being prepared act as a listening ear.
- To promote the good mental health and wellbeing of parents/carers and being alert to their needs.
- To plan and run parent/carers coffee mornings and looking to invite in speakers.
- To explore opportunities for establishing a parent/carer forum.
- To assist with the Parenting Course offered in school.

- To assist with form filling
- To distribute useful information, particularly to parents/carers of children with SEND (Special Educational Needs & Disabilities) or other needs.
- To sign-post to other agencies and make referrals on behalf of parents/carers.
- To be mindful, at all times, of the schools Equal Opportunities Policy.

### **Partnership Working**

- To initiate contact with other agencies on behalf of the school and parent/carers and to liaise with all parties on a regular basis.
- To represent the school when requested at interagency or other professional meetings.

### **Professional Development Responsibilities**

- To arrange and deliver relevant training for staff as and when needs are identified.
- To develop own practice in therapeutic counselling skills.
- To attend training courses as required, including some in-service days.

### **Health and Safety Responsibilities**

- To complete First Aid training and administer First Aid to any child/adult who has a minor accident.
- To ensure a child's safety and comfort if they are unwell, communicating with parents.
- To comply with all relevant standards of safety, security, and hygiene, ensuring that knowledge of the standards is up to date.
- To care for, maintain and clean the school environment and play equipment.
- Minor incidents to be dealt with within the class but major issues referred to the caretaker/operations manager. This is a shared responsibility with all staff.
- To report maintenance issues to the caretaker.

### **School Development Responsibilities**

- To contribute to planning for developing good practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and training.

### **Other Responsibilities**

- To undertake any other duties instructed by the Head.

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

## Person specification: Family Support Worker

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
NVQ Level 3 or equivalent/relevant extensive experience in working with children and young people or parents	✓	
Qualified to deliver parenting courses		✓
Designated Safeguarding Lead Training		✓
Further qualification in working with children and young people		✓
Excellent numeracy/literacy skills – GCSE standard in English and Maths essential	✓	
Specialist skills/training in curriculum or learning areas e.g. bi-lingual, sign language, ICT		✓
Hold a current full UK driving licence	✓	

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Experience working with parents and children of relevant age	✓	
An understanding of the developmental, emotional, social and educational issues of children and young people	✓	
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds	✓	
Experience and understanding of children within their family context	✓	
Knowledge of available support services and referral routes	✓	
Awareness of the legislation affecting school attendance requirements		✓
Minimum of 2 years' post qualification experience		✓
Minimum of 1 years' experience of working with children and young people		✓
Knowledge of local mental health and CAMHS Service		✓

Knowledge of the Children's Act and legislation pertaining to children		✓
Can use ICT effectively		✓
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies		✓
Good understanding of child development and learning processes		✓
Experience within the field of education, social services/welfare or the voluntary sector	✓	
Own or have access to a vehicle		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken and written English.	✓	
Positive communication and listening skills	✓	
Patience, tolerance and sensitivity	✓	
Ability to work independently	✓	
Ability to work as part of a team, and lead when required.	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Enthusiasm and drive	✓	