



**Springfield Infant School & Nursery**  
**Family Support Worker Job Description**  
**LGS Band 5**  
**Line Manager – SENCo / Headteacher**

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### **Main purposes of the job**

- To work with children, young people and their families in their homes or at the child's school to protect and promote best outcomes for the children and young people.
  - To support parents/carers in gaining the skills, knowledge and confidence they need to promote good outcomes for children.
  - To ensure that the safety and welfare of the child is paramount at all times, acting as an ADSL for the school.
  - To engage in collaborative partnership with all other practitioners and agencies working with the family.
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### **Main responsibilities and tasks**

#### **Support for children and families**

- **To work in partnership with individual families to develop a programme that supports them to meet their needs.**
  - Act as a point of contact in school for families in need of support
  - Help identify their needs and develop a programme of support
  - Offer a range of parenting support services, both formal and informal
  - Signpost and support families to access the information/service they require, liaising professionally with external agencies as appropriate
  - Increase their understanding in the crucial role they play in enhancing their child's development in the normal day to day routines of family life through play and interaction
  - Enable and encourage families to take advantage of play and learning opportunities available outside the home in their local community
  - Engage with the Common Assessment Framework (CAF) and Team Around the Child (TAC) process
- **To work with parents in a school context, supporting them and building their engagement with their child's learning**
  - Support parents and their children through transitions to ensure continual engagement with school and learning
  - Encourage good relations and effective dialogue between parents and teachers about children's progress
  - Ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school
- **To identify with parents reasons for their children's non-attendance, and to work with parents and others to achieve regular attendance and reduce exclusion**
  - Give close attention to early identification and prevention of absence habits
  - Work with parents to identify why their children are not achieving full attendance

- Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child's family
- Work closely with EWOs and school attendance officers
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance
- **To support children, working in partnership with the classteacher, SENCo and Senior Leadership Team.**
  - Establish good working relationships with children, acting as a role model and setting high expectations
  - Provide consistent support to all children, responding appropriately to individual children's needs
  - Assist with the development and implementation of Individual Education Plans and Behaviour Plans as appropriate
  - Work with individuals or small groups on evidence based SEMH intervention programmes
  - Promote inclusion and acceptance of all children
  - Encourage children to interact with others and engage in activities led by the teacher
- **To act as an Alternate Designated Safeguarding Lead.**
  - Ensure information is forwarded to the Safeguarding and Child Protection Lead as appropriate
  - Represent the school at Family Network meetings, CiN (Child in Need) meetings, Core Groups and Child Protection conferences
  - Liaise with social care, the police and other agencies to safeguard the child
  - Maintain records in accordance with school policies and procedures

### Support for the school

1. To work flexibly when required, to meet the needs of vulnerable children and their families
2. To be responsible for your own timetable
3. To keep records and all documentation pertaining to meetings/contact with children and young people and their families
4. To liaise with the school office to keep informed records of all action taken to improve the attendance of children
5. To keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to
6. To gather, input and evaluate data to evaluate the effectiveness of the work being carried out, ensuring the school is achieving the best outcomes for children and their families, creating case studies to highlight the impact of your work
7. To work with and identify the needs of the community, children and families to develop and facilitate both universal and targeted programmes/group provision
8. To participate in internal and cross-organisation working groups as appropriate for exchange of information and 'best practice'
9. To be responsible for improving your own practice by keeping abreast of new legislation, research and guidance and participating in training and professional development to further develop the role
10. To develop links to pre-school providers
11. To make sure the needs of children and families from different racial, cultural and religious communities are identified and ensure equality of opportunity in services provided

12. Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
13. Contribute to the school ethos, aims and development/improvement plan
14. Accompany teaching staff and pupils on visits, trips and out of school activities as required

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

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<b>Signature of Headteacher:</b>	_____	<b>Date:</b>	____/____/____
<b>Signature of post holder:</b>	_____	<b>Date:</b>	____/____/____

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