



## Job Description

# Family Support Worker

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<b>Responsible to:</b> Headteacher/ Senior Staff	<b>Grade:</b> 8
<b>Hours:</b> 37 hours	<b>Duration:</b> Permanent
<b>Main Location:</b> Watchfield Primary School	

To provide high quality, well planned pastoral support and guidance to pupils and their families in order to promote high expectations, raise aspirations and facilitate academic progress. To enable all pupils to develop personal excellence and a sense of pride within the school.

### Support For Pupils

- Take a lead role in managing and delivering pastoral support to pupils
- Attend to pupils's personal needs and provide advice to assist in their social, health and hygiene development
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Assist the staff with the development and implementation of individual education/behaviour/support and mentoring plans
- Take a lead role in the provision of support for pupils with special needs
- Establish productive working relationships with pupils, acting as a role model
- Arrange and Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Promote the speedy/effective transfer of pupils across phases/integration of those how have been absent or are new to the school
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

### Support For Teachers

- Liaise with feeder schools and other relevant bodies to gather pupil information
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Take a lead role in assisting with the development and implementation of appropriate behaviour management strategies

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<sup>1</sup> Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Take a lead role in assisting with the development, implementation and monitoring of systems relating to attendance and integration
- Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls etc.

### **Support For The Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Actively research, appreciate, and utilise a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

### **Support For The School**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use this to advise and support others
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

The list of duties in your job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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A full list of schools within FLT can be found at <https://faringdonlearningtrust.org>

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> Working with or caring for children of relevant age	E
<b>Qualifications &amp; Training</b> Meet Higher Level Teaching Assistant standards or equivalent qualification or experience Grade C or equivalent in Maths & English, good numeracy/literacy skills Level 3 in health, childcare, social care or equivalent qualification Counselling Skills Training in the relevant learning strategies e.g. numeracy, literacy First aid training/training as appropriate	E  E D D D D
<b>Knowledge &amp; Skills</b> Effective use of ICT to support learning Use of other equipment technology – video, photocopier Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities 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 Experience of working with a variety of agencies Able to think creatively and to problem solve Good communication skills – verbal, listening &	E E  D  E E  E E  E D E

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