Job Title	**Family Welfare Officer**
Grade	
Post	**Full Time**
Reports to	Headteacher/ Deputy Headteacher
Liaison with	Teaching staff, support staff, pupils, parents, governors, feeder playgroups, nurseries, junior schools and other agencies
Job purpose	• To work under the direction of the Headteacher/Deputy Headteacher, in partnership with other professionals, to offer practical help and emotional support to pupils and families experiencing various difficulties • To liaise with staff to identify pupils who would benefit from additional wellbeing support • To support pupils and their families in school, community and home settings and provide regular ongoing assistance to support inclusion and progression (including monitoring absence levels) • To provide a friendly, approachable and confidential point of contact for families • To provide support for staff (including the headteacher) in the school, particularly when dealing with challenging or vulnerable pupils and families.
Specific duties	• To support pupils in their school, community and home settings • To work with parents and carers to develop parenting skills and deliver parenting training and promote excellent attendance • To promote children's wellbeing and emotional and social development and deliver emotional wellbeing training • To establish positive relationships with pupils and families. • To establish strategies and support pupils in self-esteem and confidence building activities • To listen to and help pupils resolve a range of issues that are creating barriers to learning and attendance • To develop and enhance parental and carers engagement with the school and other agencies • To visit parents at home to discuss issues and difficulties (particularly linked to attendance issues) • Advise parents on behaviour strategies and parenting skills. • To produce reports for reviews and meetings as required (linked to attendance) • To work collaboratively with professionals from a range of agencies supporting the child and family • To provide advice regarding referrals to other agencies • To be a point of contact for both telephone and face to face enquiries, taking messages and making appointments • To liaise with other primary schools and gain any relevant information on new pupils • To provide advice and support for pupils returning to school after a long period of absence • To work with individuals or small groups of pupils • To attend to pupils' personal needs including help with emotional, social, welfare, care and health matters

	• To liaise with parents and staff regarding pupils' sickness, injury or pastoral concerns • To make announced and unannounced home visits • To organise visits from the school nurse etc and liaise with them as necessary • To promote positive pupil behaviour in line with school policies and help keep pupils on task • To understand and apply school policies in relation to health, safety and welfare • To attend relevant training and take responsibility for own development • To attend relevant school meetings as required • To respect confidentiality at all times The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General	• To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment the context of the job, skills and grade.