

# **Grazeley Parochial Primary School**

## **JOB DESCRIPTION**



### **Family Support Worker at Grazeley Parochial Primary School**

**Salary:** NJC Point range 12-17 (£22,183-£24,491 FTE)

**Working hours:** 16 hours per week (Term time only)

#### **Purpose of the job:**

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.

#### **Key Responsibilities:**

1. To identify pupils and families in need of additional support and promote effective home-school partnerships.
2. To engage with vulnerable children and families in order to formulate a package of support.
3. To act as a point of contact in school for children and families in need of support
4. To build effective relationships with families.
5. To maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning.
6. To monitor attendance, behaviour and achievement of targeted pupils.
7. In conjunction with the class teacher resolve issues that are impacting on academic performance in a timely manner.
8. Establish good working relationships with pupils, acting as a role model and setting high expectations.
9. Provide consistent support to all pupils, responding appropriately to individual pupil needs.
10. Work within the school behaviour policy (therapeutic thinking) and support the writing of therapeutic plans and support.
11. Use specialist skills/training/experience to support pupils.
12. To ensure that parents are fully involved in their child's pastoral care by establishing regular contact with those in the most need.
13. Provide mentoring/nurture support to small groups of children to address issues and consequently secure their academic progress.
14. Work with and alongside Early Help and Social Services to provide pastoral support to children on CP, CIN or Early Help plans.
15. To prepare documentation for and liaise with stakeholders involved in the pastoral care of pupils both within and outside of the school.
16. Liaise in the community and with external agencies as directed to secure the wellbeing of targeted children.
17. To ensure information is forwarded to the Safeguarding and Child Protection Lead as appropriate.
18. To maintain record keeping in accordance with the policies and procedures in place in school, including case studies, tracking and evaluating the impact of work conducted.

19. To undertake training and development relevant to the post and in line with the school's priorities, especially safeguarding practice.
20. To undertake any other duties as directed by the Headteacher

### **Job context**

Grazeley Parochial Primary School is a church school and all staff will be expected to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage pupils and staff to follow this example. They will also support the school in meeting its requirements for worship.

The job description is not exhaustive and it is expected that the role holder, will work closely with the Teacher and/or Headteacher to develop this job description, to ensure it reflects the needs and demands of the post as the school evolves.

Grazeley Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to this. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).