

Job Description



Post Title: Pupil and Family Support Worker Grade: 6

RESPONSIBLE TO: Senior Leadership Team, Head Teacher & Governing Body

1. PURPOSE OF POST

- To support the parents of children who attend Holy Rood Catholic Primary School through home visits, informal meetings in school and the development of opportunities to welcome parents into school.
- To form good relationships with families – offering and coordinating access to outreach services.
- To act as a support to staff and pupils in school, developing provision to enable us to better meet pupils Social, Emotional and Mental Health needs.
- Provide nurture, guidance and support for targeted pupils and their families in order to enable them to achieve.
- Developing the most effective systems for recording and reporting and use effective evaluation to inform areas of improvement.
- Effective Liaison with outside agencies and other professionals who are able to support and guide pupils with SEND.
- To support and work closely with the school attendance officer and SLT to drive improvement.
- To support cover supervision as and when required as directed by the Headteacher.

SPECIFIC DUTIES AND RESPONSIBILITIES

Parenting Support and Information:

- To initiate and coordinate Early Help Assessment's, as necessary
- To regularly consult with the community with regard to local needs of services
- Understand the primary rights and responsibilities of parents to raise their children, and support parents by helping them to improve their parenting skills, for example, by running parenting classes and providing appropriate information or referrals.
- Promote high quality at home parenting such as promoting conversations between parents and their children, and encouraging authoritative rather than authoritarian discipline.
- Support parents and children with early signs of social, emotional, health or behavioural issues, and work with the children, parents, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
- To provide impartial information or referrals to parents about the school and relevant local services available to parents about the school and relevant local services available to parents, children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- At the request of parents and the school to talk to children experiencing difficulties and convey the voice of the child to parents and school staff.

- Identify in partnership with parents their needs for parenting support for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.

In school support

- Lead training for staff across school to strengthen a school wide approach to behaviour management.
- In partnership with school staff and any other agencies, identify those pupils who need support and co-ordinate the approach to the support of targeted pupils. Liaise with teaching staff to develop effective Individual Behaviour Plans and related Risk Assessments to support the work of school-based staff: share with parents and monitor progress.
- Support pupils on a 1:1 basis and to support and work with small groups of pupils across Key Stages. Work might include managing behaviours, study support (e.g. Homework Club) and nurture provision – building social skills and positive self-esteem.
- To offer structured support to target children at lunchtimes and playtimes and to liaise with staff following up lunchtime incidents.
- To support the leadership of before and after school provision.

Parental Engagement with their Child's Learning

- 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 supporting parents in liaising with school staff understanding the roles of each party.
- Ensure parents feel confident to engage with their child's learning by facilitating and signposting family learning opportunities at the school

School Attendance and Exclusions

- To identify with parents' reasons for their children's non-attendance and to work with parents and others to achieve regular attendance and reduce suspensions.
- 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.

Reporting

- Keep records and all documentation pertaining to meetings/contact with children and young people and their families.
- Conduct reviews and assessment of the effectiveness of the work being carried out.
- Keep informed records of all action taken to improve the attendance of pupils.
- Provide relevant information to inform SLT of interventions and outcomes.

Liaison with other agencies

- Participate in internal and cross-organisation working groups as appropriate for exchange of information and 'best practice'.

- Undertake structured assessment of the needs of children and young people with their parents, using the Early Help Assessment system through school-based meetings and home visiting, to identify resources and support needed.
- To address concerns about pupils' social, emotional, health and behavioural development by either offering direct support, signposting to relevant services or by facilitating multi-agency meetings as part of the EHA process
- Attend such meetings as may be required to further improve attendance, help to inform other services.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.
- Attend child protection or core group meetings as required.
- Networking with other staff in similar roles in the local area.
- Work with school staff to develop their knowledge of ways to support children's mental health and wellbeing.

Training and Supervision

- Attend training commensurate with the post that is required and implement actions and initiatives across school as agreed

Other Standard Clauses

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head Teacher, in consultation with the post holder.
- The post holder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - Take reasonable care of the health and safety of self and others, persons and resources whilst at work.
 - Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
 - It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it.