



JOB DESCRIPTION

Job Title:	Student and Family Support Worker
Accountable To:	Head of School
Responsible To:	Pastoral Manager
Salary:	USTS6

Accountable For:

Ensuring that the areas of school life for which I am responsible contribute to outcomes that meet and exceed expectations for the school's students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the school so that it continues to be a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Work with students on a one to one or group basis to overcome barriers to their education.
- To deal directly with students, parents, carers and external agencies in matters relating to attendance, behaviour, student wellbeing and progress.
- Assist the Pastoral Manager and Year Team Leaders to maintain, monitor and track student data e.g. attendance, behaviour. Review progress of students (individual and groups) in relation to targets.
- Support student attendance and punctuality procedures by managing the late desk on a rota basis, making attendance calls, attending meetings with the inclusion service, home visits to ensure excellent attendance for all students.
- Organise and participate in activities and events relevant to the year group or Key Stage such as transition visits (to primary schools or sixth form colleges), parent information evenings and celebration events.
- Support the on-call system, investigate breaches of discipline, deal with bullying incidents, record details and outcomes of all investigations and liaise with families and carers and external agencies where appropriate.
- To support and supervise the school's Internal Suspension Room in accordance with the school's behaviour policy expectations on a rota basis.
- To support and supervise the school's resilience room at break and lunchtimes on a rota basis.
- Complete required paperwork associated with individuals and groups in a timely manner.
- Support the work of the wider pastoral team as required including the Designated Safeguarding Lead (DSL), the attendance officer and/or the Year Team Leader (YTL) to ensure best outcomes for students
- Liaise with teaching and support staff, the SENDCo and other relevant professionals and outside agencies, providing information and contributing to the development of suitable support strategies for individual students according to their needs.



- Support the role of parents/carers in students' engagement and organise and contribute to meetings.
- Support the emotional well-being of all students and provide praise, motivation and encouragement.
- Promote and support the development of students' self-reliance, self-esteem and emotional resilience.

DEPUTY DESIGNATED SAFEGUARDING LEAD

- Undertake safeguarding training and ensure this remains up to date in order to act as a point of contact for safeguarding and child protection referrals as may be required by the DSL.
- To ensure that all follow up actions are recorded promptly and accurately on the CPOMS system.

GENERAL RESPONSIBILITIES

- To play a full role in ensuring that students at the school make rapid progress because of the support they receive.
- To model the values and behaviours expected of those in the school and to promote the school's core values and expectations in the language, policies and practices of the school.
- To assist the Pastoral Manager and Year Team Leaders to support students to overcome barriers to their learning.
- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school.
- Attend staff briefings and department meetings in line with the school calendar.
- Attend INSET days, Twilight CPD Sessions, and other evening events in line with the school calendar.

REQUIREMENTS FOR ALL STAFF

- To promote and safeguard the welfare of children and young people at the school.
- To be aware of and adhere to all school policies and procedures and to work in support of the School Development Plan.
- To read notices and emails daily taking actions as necessary, keep to deadlines and carry out duties to the best of your ability.
- To maintain confidentiality at all times.
- To follow the Staff Code of Conduct at all times
- To carry out any other duties as may reasonably be required by the Head of School/ CEO.

CONTINUING PROFESSIONAL DEVELOPMENT

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments, changes in the school curriculum and pastoral care.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.