



## Job Description

### Trust Family Support Worker

**Grade 5, points 13 to 19 £28,163 - £31,067 pro rata, term time + 3 weeks.**

The post holder will report to Executive Headteacher, Heads of School and Deputy Headteachers. Other contacts of the job are the pupils, families/carers, school staff and outside agencies.

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#### Main Purpose of the Job:

To work closely with identified families to help them engage with the school context, improving resilience, aspiration and strengthening their parenting capacity.

#### Main responsibilities

1. Build positive relationships with pupils, parents and colleagues in the Trust.
2. Support parents in addressing identified issues which are presenting as a barrier to developing further their parenting capacity.
3. Support parents of children with signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies
4. Utilize a trauma informed approach to working with parents and their children
5. Work with parents with financial management and nutrition planning as required.
6. Support families to improve school attendance
7. Develop strategies to improve the engagement of parents and carers in school life
8. Develop parents and carers understanding of their capacity to support their children's learning
9. Attend multi agency meetings as may be required regarding identified families.
10. Keep up to date on the range of agencies working locally in order to maintain knowledge of services to which parents may be signposted.
11. Attend training events and meetings, relevant to the post.
12. Build positive relations with schools in the Trust.
13. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
14. All duties and responsibilities must be carried out with due regard to the Trust's existing policies, such as child protection, health and safety, equality and data protection

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**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.**



## Person Specification – Family Support Worker

Selection Criteria	Method of Assessment	Essential	Desireable
<b>At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.</b>			
<b>1 Qualifications/Training</b>			
1.1 A relevant qualification or evidence of training	Application form/Interview	√	
<b>2 Knowledge &amp; Skills</b>			
2.1 Knowledge of the social and emotional factors that affect a child’s capacity to learn	Application form/Interview	√	
2.2 Knowledge of available support and referral routes	Application form/Interview		√
2.3 Significant experience of working with children, young people and their families within the field of education, social care, community or voluntary sector	Application form/Interview	√	
2.4 Excellent communication skills to communicate effectively with children and families	Application form/Interview	√	
2.5 Excellent literacy and numeracy skills	Application form/Interview	√	
2.6 Ability to maintain strong, supportive relationships and communicate effectively with schildre, families, chool staff and outside agencies	Application form/Interview	√	
<b>3 Personal Style &amp; Behaviour</b>			
<b>The successful candidate will have:</b>			
3.1 Empathy and understanding of different family circumstances and barriers to learning	Interview	√	
3.2 Flexibility in adapting to different circumstances	Application form/Interview	√	
3.3 Resilience and persistence	Application form/Interview	√	
3.4 Ability to deal with difficult situations and/or individuals in a calm, fair but effective manner	Application form/Interview	√	
3.5 Ability to deal with sensitive issues in confidence	Application form/Interview	√	
3.7 Ability to prioritise workloads and work to deadlines, working flexibly and manage own time to best effect	Application form/Interview	√	
3.8 To work as part of a team and use own initiative when required	Application form/Interview	√	
3.9 Demonstrate awareness/commitment to upholding equality policies	Application form/Interview	√	
<b>4 References</b>			

Selection Criteria	Method of Assessment	Essential	Desireable
4.1 Positive recommendation(s) in 2 professional references		√	
4.2 DBS clearance/no adverse outcomes from the DBS check		√	