

## Job Description

### Family Support Worker (Grade JG7)

#### Main duties of role

##### Working with parents and carers

- To act as lead professional for individual families, children and young people in order to coordinate and share information to enable effective multi-agency working and decision-making.
- To promote good relationships between home and school.
- Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise.
- Put interventions in place to support parents/carers' involvement in learners development and progress.
- Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g. social media, newsletters, in meetings, etc.).
- Provide personalised support for parents/carers - To signpost and make referrals, where necessary, to other services. To provide a regular forum for parents to talk in a confidential and non-judgmental way.
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings.

##### Working with staff and other professionals

- Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support.
- Working in partnership with other professionals, including Educational Psychologists, speech and language therapists, CAMHS, social care and the Children with Disabilities team. Liaise and build relationships with external agencies and professionals, following up on actions where necessary.
- Maintain regular communication with relevant staff to update them on progress of individual learners.
- Assist with carrying out early help assessments.
- Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process.
- To provide support to school staff in order to enhance the quality of their work with parents/carers.

##### Record keeping

- Maintain accurate records of interventions and relevant meetings.
- Facilitate the transfer of relevant learner information inside and outside the school.
- Complete relevant paperwork required by external agencies.

##### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our safeguarding, child protection and health and safety policies.
- Work with the designated safeguarding lead (DSL) and be an active member of the safeguarding team to promote the best interests of learners, including sharing concerns where necessary.
- To promote an environment that safeguards and protects children and young people. To follow the code of conduct and safeguarding procedures for the school and report any concerns appropriately. To provide parents / carers as required with practical support, including preparation for meetings and support with barriers such as housing and financial matters that impact on parenting.

## **Additional responsibilities**

- To carry out any other work as directed that is appropriate to the level and general nature of the duties of the post.
- To work within an equal opportunities and anti-discriminatory framework.
- To attend and participate in training to ensure professional development.
- To participate in supervision, appraisal and continuous professional development.
- To keep the line manager informed of all issues and concerns.

## **Training**

**The successful candidate will be trained to the same level as the DSL to provide them with the skills and knowledge and skills necessary to carry out the role.**

This will allow them to:

- Be fully familiar with the process for providing early help and statutory intervention, including criteria for action and local children's social care referral arrangements.
- Have an up to date working knowledge of how local authorities conduct a child protection conference and a child protection review conference and ensure that school effectively contributes to these when required.
- Be alert to the specific additional needs of vulnerable children including those with SEND, LAC, and young carers in relation to peer on peer abuse online bullying exploitation and radicalisation and other forms of abuse.
- Fully understand the importance of and procedures for data sharing in line with Data Protection Act 2018 with reference to sharing information with other agencies including the three safeguarding partners.
- Be able to understand and support school with the requirements of the Prevent duty and can provide support and advice to staff on protecting children from the risk of radicalisation.
- Be able to understand the unique risks associated with online safety and be confident that they have the relevant up to date knowledge to ensure that children are kept safe in school.
- Link with safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies.
- Develop and maintain effectiveness as a member of Baytree School staff by taking responsibility for their own continuing professional development. Demonstrate a willingness to engage in further training and other opportunities to gain appropriate skills and knowledge.

**The post holder is subject to the provisions of all child protection and safeguarding legislation, and the Authority's policies governing staff who work with children and vulnerable adults  
Contacts: Students and staff within the school, parents, carers and external agencies.**

## Qualifications and Experience

Area	Essential	Desirable
<b>Education</b>	<p>Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework.</p> <p>NVQ/VRQ Level 3 Teaching Assistant qualification.</p>	<p>HLTA or Teaching Assistant qualification - or a willingness to complete the HLTA qualification.</p>
<b>Experience</b>	<p>Experience of working as a Learning Support Assistant at level 2 in a Special school.</p> <p>Specific areas of expertise in supported learning e.g. behaviour management, speech &amp; language, mobility.</p>	<p>Experience of working with learners of Primary or Secondary age within other appropriate contexts.</p>
<b>IT skills</b>	<p>Competent ICT skills.</p>	<p>Knowledge of subject specific software.</p>
<b>Other skills</b>	<p>Excellent and effective communication skills.</p>	
<b>Safeguarding</b>	<p>Sound knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• KCSIE</li> <li>• Child Protection and Safeguarding procedures,</li> <li>• SEND code of practice</li> <li>• A specific area of curriculum/ pastoral expertise which they are prepared to further develop within the post.</li> </ul> <p>Individual responsibility for promoting and safeguarding the welfare of children.</p> <p>A satisfactory DBS Disclosure Check and DBS Barred List Check.</p> <p>Ability to work effectively with a wide range of people across the school and from outside agencies.</p> <p>Attendance at directed times.</p>	<p>Occasional attendance at events beyond school hours, by agreement.</p>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Patient and calm and demonstrates a positive attitude.</li> <li>• Provides the best possible opportunities for all learners.</li> <li>• Organised, good time management skills, proactive and self-motivated.</li> <li>• Ability to work flexibly within a team and motivate others.</li> <li>• Upholds and promotes the ethos and values of the school.</li> <li>• Reliability, motivation and the ability to work under pressure and prioritise effectively.</li> <li>• Maintains confidentiality at all times.</li> </ul>	
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The post holder will work within a framework as directed by senior colleagues and will participate in regular supervision with the DSL. Ongoing dialogue with team leader and teachers, with timetabled meetings and performance review.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_