



**CHOPWELL
PRIMARY SCHOOL**

FAMILY SUPPORT WORKER GRADE F 22.5 Hours per week

Line Manager: Head Teacher

Car User Status: It is essential that you have a current driving licence and access to a car or means to mobility support

Job Purpose:

The purpose of the role is to support the Head Teacher and Governors in providing a holistic approach to the welfare of pupils and their families. To ensure pupils achieve their potential within the education setting and access social opportunities.

The key roles of the post will include:

1. Identify indicators of potential family/pupil need for support or vulnerability by:
 - a. Monitoring attendance;
 - b. Follow up concerns from class room personnel such as changes in a pupil's presentation at school;
 - c. Monitoring attainment of pupil premium children;
2. Liaise with Head Teacher to consider suitable approach with parents/carers to give practical, personal and emotional support to enable children and their families to meet their potential by promoting their health, physical, emotional and social development:
 - a. Contact parent/carer either by telephone or meeting
 - b. If appropriate initiate a CAF;
 - c. If TAF approach is necessary, act as Lead Practitioner
 - d. Sign post appropriate services
3. Share any child protection concerns with the Head Teacher (Child Protection Lead).
 - a. Assist Head Teacher in the preparation and sending of Referral and Assessment forms to Social Services
4. To represent the school in all multi-agency meetings eg. Child Protection Conferences, Child in Need Reviews, LAC Reviews, TAFs, and where appropriate Statement Reviews and Single Plan Action Planning Meetings.
5. To ensure continuity, attend Initial Child Protection Conferences with Head Teacher.

6. Act as initial point of contact for families actively seeking support, such as via annual review process and sign post services if appropriate.
7. Liaise with teachers, class teams and Senior Leadership Team, as appropriate to compile reports for Child Protection Conferences.
8. Liaise with other professionals, agencies and colleagues involved to ensure assessed needs are met within the agreed plans for the child and their carers. Following up actions etc.
9. To keep up to date with resources and support services available and research good practice in the family support field and attend up-to-date and appropriate training.
10. Establish and maintain good working relationships with parents/carers, pupils and multi-disciplinary colleagues.
11. Support SENDCO with Annual Statement Reviews and Single Plan Action Planning Meetings.
12. To be available to deliver services to families in a flexible way this may include late afternoon/early morning and school holiday working.
13. Maintain record keeping in accordance with the policies and procedures in place in school.
14. Such other responsibilities allocated which are appropriate to the grade of the post.

Chopwell Community Primary School

JOB SPECIFICATION

Essential

Knowledge:

- Childcare and child protection legislation, specifically The Children Act 1989.
- Understanding of child development and working with the under 11s.
- Issues that affect vulnerable children and their families.
- Importance of maintaining professional boundaries.
- Equal opportunities and the impact of discrimination.

Qualifications:

- A relevant qualification or experience of working in a social care field (Education/Community Work).

Experience of:

- Working in partnership with professionals.
- Prioritising own workload and meeting deadlines whilst under pressure.
- Good communication skills (written and verbal).
- Identifying and supporting 'hard to reach' and vulnerable families.
- Working on own initiative.
- Chairing meetings
- CAF/TAF process
- Experience of working with children in an education/welfare setting.
- Working in a team.

Personal Professional Development:

- To take part in in-house and other forms of appropriate training.
- To keep personal records of Continuing Professional Development.

Desirable

Experience of:

- Awareness of Domestic and family violence and MARAC process.

Competencies

Self-Awareness

Is self-aware, learns continuously and adapts behaviour in response to feedback.

Personal Effectiveness

Makes things happen, operates with resilience, flexibility and integrity.

Communication

Shares and listens to information, opinions and ideas using a range of effective methods.

Delivering Results

Plans and prioritises her workload and schedule to meet the needs of the pupils.

Joined Up Working

Promotes collaborative relationships with other services and colleagues in order to improve service delivery.

Improving Delivery

Seeks out the best way to deliver services, promotes innovation and learning and manages risks.

Motivating Teams and Individuals

Creates the right environment for teams and individuals to perform at their best.

Managing Team and Individual Performance Managing Diversity

Gives clear direction and feedback to maximise performance.

Treats individuals with respect and consideration, takes employee policy and practice seriously.

Record Keeping

Maintain accurate and up to date Child Protection records