

Job Description & Person Specification

Post Title	Child and Family Welfare Support Worker				
JE Reference		Grade	I	SCP Range	28-30

Responsible to: **Senior Leadership Team**

Purpose of the post:

- To work with and support vulnerable children and families.
- To provide an effective interface between school and other agencies / services / partners.
- To be one of the lead designated child protection officers within school.
- To promote the wellbeing and safety of children and families within school and in the wider community.
- To support the SENDCO and help to remove barriers to learning
- To promote good school attendance and work with vulnerable families to achieve this

Responsibilities:

1. To carry out the role of Deputy Designated Safeguarding Lead, promoting the welfare and safety of all pupils and to manage specific child protection issues.

Duties Include:

- a. To monitor and review the implementation of the relevant policies documentation and procedures to ensure they are adhered to and that they remain current and fit for purpose.
 - b. Responding to child protection concerns within school, supporting children, families and staff where concerns are identified.
 - c. To maintain accurate records, write reports, and attend meetings as directed by children's social work services or school and in compliance with data protection legislation.
 - d. To promote the safety of all children through raising and maintaining staff awareness of safeguarding priorities; at school, city, national level via:
 - Training
 - Dissemination of information
 - Availability in school to support colleagues
2. To work alongside the SENDCO supporting with the access of specialist services and targeted support where barriers prevent learning, including:
 - a. Attend data meetings where children's needs are discussed
 - b. Provide information on support agencies for families and children
 - c. To liaise with key agencies such as CAMHS and educational psychologists to ensure that paperwork is up to date and accurate.
 - d. To share appropriate paperwork with key members of staff in school
 3. To identify and plan support for specific children and young people to be delivered to small groups or on a one-to-one basis (by yourself or other qualified support staff), including:
 - a. Set up and implement personalised programmes to support individual pupils in or out of class, as appropriate.
 - b. Create and manage work for identified children to access a range of therapeutic activities to develop their social, emotional and mental health (SEMH) skills and resilience.

- c. Implement strategies and support children and young people in self-esteem and confidence-building activities.
 - d. Listen to, and help children and young people resolve a range of issues that are creating barriers to learning and affecting their emotional health and well-being.
 - e. Set up and run circle time sessions, work in classrooms, support breakfast club, lead groups of pupils etc. as appropriate.
- 4. Work directly with parents of targeted children and young people, including;
 - a. Developing positive relationships with parents and carers, e.g. visiting them at home to discuss issues and problems, running group sessions and workshops for parents/carers, e.g. parenting programmes, and parenting support or signposting parents to an appropriate provider
 - b. Representing parents/carers views and needs at appropriate meetings.
 - c. Advising parents on strategies and parenting skills.
 - d. Signposting information on local support services.
 - e. Providing additional support to families at challenging times
- 5. Liaise with other relevant people, including
 - a. School staff, key staff from other schools where appropriate
 - b. Networking with other appropriate professionals e.g. social care, educational psychologists, CAMHS, health visitors, school nurse etc.
 - c. Attending review meetings.
 - d. Requesting service from appropriate agencies to meet needs of children and families.
 - e. Providing feedback on progress and planning further work at all levels with the SLT and other partners.
- 6. To make referrals to external services as appropriate and to liaise with these services to ensure high quality packages of support are in place for children / families who require this.
- 7. To use the 'Early Help Assessment' process to assess need and facilitate / deliver packages of support for children and families.
- 8. To maintain confidentiality at all times.
- 9. To ensure promotion and support of Equal Opportunities and Health and Safety.
- 10. To be aware of, promote and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 11. To support pupils to have equal access to opportunities to learn and develop.
- 12. To contribute fully to the overall ethos/work/aims of the school.
- 13. To appreciate and support the role of other professionals.
- 14. To attend relevant meetings as required. To participate in training and other learning activities and performance development as required.
- 15. To adhere to all school policies and procedures.
- 16. To support school events and attend as required.

17. To undertake ad hoc duties as may be required by the Senior Leadership Team from time to time.

Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.