

Whickham School and Sports College



JOB DESCRIPTION

POST: Family Support Worker

GRADE: E SCP 8 - 11 £19,945 - £21,166 pro rata to term time only, 37 hours per week. Actual salary £16,984 - £18,023 per annum.

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Core Purpose

To improve the attendance, behaviour and academic progress of identified children. This will mean developing a strong relationship with families who are not engaging with the school and therefore removing barriers that prevent children being happy, safe and successful at school. The role will ensure school/home communication is strong, the school understands factors influencing the family, parents and carers gain trust and confidence in strategies the school is adopting and parents and carers receive good advice relating to the education of their children.

Responsible to: Senior Pastoral Leader

Hours of Work:

- 37 Hours per week. 8.30am – 4.30pm (4pm on one designated day)
- Some flexibility is required to attend occasional evening events (e.g. parents' evening)

Responsibilities

1. Build positive relationships with the parents/carers of pupils who are not engaging with the school through managing an identified case load of families (Yr6-11); building a relationship with identified pupils; maintaining good and regular communication with pastoral leaders and the parents/carers of identified children; establishing a positive and productive relationship with parents/carers based upon trust and transparency; visiting families at home; ensuring appropriate pastoral staff, achievement team and classroom teachers are aware of individual pupil circumstances; attending meetings between parent/carers and school staff.

2. Remove identified barriers to pupil engagement at school through completing accurate assessments of children and family needs; identifying, communicating and, where appropriate, leading strategies that remove barriers; liaising with other agencies in coordinating support and attend relevant meeting e.g. TAS or CIN meetings; being tenacious and timely in addressing family needs; establishing positive relationships with families identified during the Year 6 transition process: acting as a scribe, reader or invigilator during internal and external examinations: making appropriate referrals to the Mental Health Team.

3. Enhance parent/carer understanding of the importance of education and good parenting through always communicating school values and beliefs to families; facilitating difficult conversations and messages to families; maintaining high expectations of pupils; assessing parenting skills and supporting parents in developing these skills; running appropriate training for parents and carers; supporting parents/carers at parental consultation evenings.

4. Ensuring pupils are safeguarded through having a good understanding of statutory and school safeguarding procedures and applying these at all times; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with appropriate external organisations in meeting safeguarding needs, including off-site providers; ensuring safeguarding issues are communicated effectively with staff in school.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)
Date.....

