



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Family Welfare Officer

GRADE: Band 6

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

To work as part of a multidisciplinary team working across the school to support children and families on a range of issues to provide support and deliver interventions for pupils and their families, who require particular help to overcome barriers to learning.

This position requires substantial experience of working with children, parents/carers and other professionals. It also requires an in-depth knowledge of the safeguarding referral process and how child protection orders are managed.

This is also an important role in the pastoral care/behaviour management within the school.

This role will also support vulnerable children/children with SEMH needs, through the delivery of individual programmes or activities in small groups. Delivery of some class-based programmes through PHSCE, any programme involving the well-being of pupils, in conjunction with teachers and senior leaders. Be responsible for the delivery and evaluation of the effectiveness of parenting and community engagement programmes.

Key Tasks of the Post:

1. Provide support and interventions to pupils. You will:

- Provide pastoral support to pupils by delivering targeted interventions on a 1:1 or small group basis to support SEMH/behavioural needs.
- Undertake comprehensive assessments of pupils to determine specific pastoral needs, devising a programme of support to support pupils.
- Deliver appropriate interventions/programmes to identified pupils.
- Assist in the gathering of evidence to monitor and evaluate progress of identified pupils.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance.
- Engage with pupils during extra-curricular activities e.g. breakfast clubs, break times.
- Assist the attendance officer with the effective monitoring of children who have been persistently absent or late.
- Manage the supervision of pupils temporarily excluded from, or otherwise not working to, a normal timetable.
- Attend to pupil' personal needs and provide advice to assist in their social, health and hygiene development.

- Establish positive and productive working relationships with pupils.
- Be sensitive to the needs of individuals, taking account of diversity issues such as age, language, gender, sexual orientation, race and disability.
- Challenge and motivate pupils, promote and reinforce self-esteem.

2. Provide support to parents, carers and families. You will:

- Be aware of appropriate signposting procedures and agencies that can support parents with their welfare, housing, finance and visas.
- Support parents and carers to attend appointments where necessary - medical, housing, finance, home office.
- Encourage interaction and co-operation with other agencies and full engagement in activities.
- Deliver evidence based Parenting Early Intervention Programmes with identified families.
- Support the role of parents in pupils' learning through family activities by devising and implementing programmes of work with children and their families considering their identified needs.
- Attend and contribute at meetings with family members and professionals working in partnership.
- Provide appropriate support and advice for parents.
- Establish constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home life and community links.
- Undertake outreach duties to support families of vulnerable pupils.
- Explore ways to reduce barriers to successful engagement / completion of parenting intervention and be inventive and resourceful in harnessing support from other agencies to increase the number of successful outcomes for children and their families.

3. Provide support to school and the Leadership Team. You will:

- Comply with policy and procedures linked to safeguarding, health and safety, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies / professionals, to support achievement and progress of pupils e.g. school nurse.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Use initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Attend and participate in regular meetings linked to our vulnerable children and families e.g. Early Help.
- Keep accurate and up to date records of outcomes and report back to the and school care team.
- Liaise between parents /carers/other agencies/managers/ teaching staff and teaching assistants.
- To work as a supportive team member and as an individual.
- Contribute to the overall ethos / work / aims of the school.
- Participate in training and other learning activities as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AB/CL

Date: 12.10.20