



## Job Description

Job Title:	Family Support Worker
Salary/Grade:	Grade G
Responsible to:	Head Teacher
Type of Position;	Full Time (37 hours), 8:30-16:30 (16:00 on Friday)
Job Purpose:	To work collaboratively with staff, parents and multi-disciplinary teams to support training and welfare across school

### **Main Duties of the Post**

Working under the guidance of Deputy Headteacher and alongside the Welfare and Inclusion worker

### **Supporting Families**

- Establish and foster good relationships with all parents and carers of pupils
- Attend social care meetings as representatives of Gibside School
- Increase parental engagement, support and well-being; arrange and facilitate training and information sharing sessions for parents and families
- Actively promote the family support services provided by the school through providing information and signposting
- Work with families to support maximum participation in school life for pupils

### **Supporting Pupils**

- Improve attendance levels through working with parents and social care colleagues
- Work with pupils in or out of class when appropriate to support safeguarding and child protection concerns
- Enable access to learning by promoting the inclusion and acceptance of all pupils
- Work within the classroom to ensure knowledge of identified pupils is current and accurate
- Promote self-esteem and independence

### **Supporting the School**

- Attend social care meetings as the Gibside representative; facilitate gathering written reports from class teachers
- Attend/provide information for EHCP meetings for identified pupils as required
- Attend any other key meetings for pupils as required
- Be aware of, and comply with, all policies and procedures
- Contribute to the overall aims and vision of the school
- Establish and maintain effective working relationships with colleagues
- Provide advice and guidance to staff, students, parents/carers and others.
- Commit to extending skills and knowledge through attending training where appropriate

### **Safeguarding**

- Act as Deputy Designated Safeguarding Lead within the safeguarding team; ensure all training is up to date
- Link with multi-agency professionals to ensure school supports them when managing child protection and safeguarding concerns

### **Administration**

- Liaise between school and Social Care to ensure school representation at meetings, this may mean taking on the role of lead practitioner
- Ensure efficient use of CPOMS to ensure all information is logged; have an overview of the records logged for each child within CPOMS
- Filing of reports received from multi agency colleagues etc
- Create SIMS reports as required
- Support colleagues with data and information they require

## Knowledge & Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ Level 3 or above equivalent qualification in child care</li> <li>Evidence or recent/ and relevant training/ development</li> </ul>	<ul style="list-style-type: none"> <li>Family Support Worker (or equivalent) qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children and young people and their families/ in a Family Support Worker role</li> <li>Experience of working in a school setting</li> <li>Experience and knowledge of child protection policies and procedures</li> <li>Experience of working with children from "hard to reach families"</li> <li>Experience of working with multidisciplinary teams</li> <li>Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children and young people with special educational needs/ disabilities and their families</li> <li>Experience of leading workshops to parents/extended groups</li> <li>Experience of working alongside parents</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Understanding of Education Health and Care plans and the process around those</li> <li>Good written, ICT and verbal communication skills</li> <li>Able to communicate with both children and adults</li> <li>Excellent interpersonal skills</li> <li>Able to work in a team and lead if required</li> <li>Work in self-led situations</li> <li>Ability to maintain relevant records in line with school policy</li> </ul>	<ul style="list-style-type: none"> <li>Confident in attending and contributing to meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Willing to undertake additional duties/ training where necessary</li> <li>Ability to work from any Gibside sites and move between them</li> </ul>	<ul style="list-style-type: none"> <li>Full current driving licence (with own car/ access a car)</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>DBS check</li> </ul>