# FAMILY SUPPORT WORKER – Grade G

**Job Purpose**

The purpose of the role is to support the Head Teacher and Designated Safeguarding Lead 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.

This job is term time only; however, there may be some instances when you are required to work during school holidays. Additional holidays would be allocated, in agreement with the Head Teacher, to compensate for this.

**The key roles of the post will include:**

1. **Child Protection and Safeguarding (Deputy Designated Safeguarding Lead)**
   - Adhere to Government guidance on the role Designated Safeguarding Lead as part of the Safeguarding Team
   - Work with the Designated Safeguarding Team to ensure safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognise and respond to potential concerns
   - Liaise with the Designated Safeguarding Team to share information of any safeguarding issues including ongoing enquiries
   - Liaise with Safeguarding Team on matters of safeguarding concerns made by staff to decide if thresholds for referral have been met
   - When agreed with Safeguarding Team, refer safeguarding concern to relevant agency
   - As part of Safeguarding Team, act as a source of support, advice and expertise for staff
   - Ensure adequate training is undertaken and renewed every two years
   - Keep up to date with changes in legislation and statutory guidance and share with Safeguarding Team
   - Liaise with Safeguarding Governor, meeting regularly to provide updates on safeguarding practices and procedures within the setting
   - Maintain records of safeguarding concerns and communications
   - Arrange secure transfer of safeguarding files to receiving schools
   - With Designated Safeguarding Lead provide training for staff when appropriate

2. **Attendance**
   - Monitor attendance levels.
   - Issue routine awareness letters to parents for pupils whose attendance is lower than would be expected, in consultation with the Safeguarding Team
   - Offer support to families where attendance is an issue (see Early Help below)
   - Meet with parents to discuss attendance issues and agree action plan to improve attendance, either on a 1:1 basis or as part of an attendance panel
   - Adhere to Children Missing Education statutory guidance including reporting to local authority
   - Contribute to Head Teacher's reports for attendance

3. **Early Help/Family Support**
   - Act as Lead Practitioner in Team Around the Family, to develop, implement and lead multi-agency focused support plans for children and their families
   - Complete the Common Assessment Framework process for families to access Early Help.
   - To provide or identify appropriate support to enable children and their families to meet their potential by promoting their health, physical, emotional and social development
   - To be central point of contact, sharing information in accordance with Statutory Guidance
   - To sign post appropriate support services to parents who do not meet the threshold for CAF/TAF or who do not wish to a formal level of support

4. **Engaging Parents**
   - To use appropriate strategies to encourage parental engagement with school
   - Accompany parents/carers, who require additional support, to engage in training programmes when necessary
   - Where necessary, accompany parents in visiting secondary provisions
   - Meet new parents/carers to the school at the earliest opportunity to inform them of the services provided by the school to support families
   - Organise informal events to encourage parents to engage with school
   - Attend parent's evenings to proactively engage with parents and provide appropriate information
   - Establish and maintain good working relationships with parents/carers

5. **Multi-agency Working**
   - Build effective working relationships with multiple agencies including Social Care, Health and education
   - Contribute, on behalf of the school, at prioritised social care meetings in liaising with Deputy Head Teacher; such as Child Protection Conference, Child in Need Reviews, Care Team Meetings, Core Group Meetings
   - Refer to appropriate services as required
   - To gather relevant information from staff to present at meetings
   - Adhere to current Information Sharing legislation and act appropriately dissemination information in school
   - Establish and maintain good working relationships with parents/carers

6. **Ad Hoc Duties**
   - Such other responsibilities allocated which are appropriate to the grade of the post.
   - 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.

## Knowledge and Qualifications

**ESSENTIAL**

Qualifications

- A Level 5 or above qualification in a related field e.g. Social care, children/young people

Knowledge

- Childcare, child protection and safeguarding legislation including the The Children Act 1989
- Statutory guidance including Keeping Children Safe in Education and Children Missing in Education
- Information Sharing: Advice for Safeguarding Practitioners
- Understanding of child development
- Issues that affect vulnerable children and their families
- Importance of maintaining professional boundaries
- Equal opportunities and the impact of discrimination

Skills

- Good communication skills (written and verbal)
- Prioritising and organising workload
- Working on own initiative
- All aspects of Microsoft Word in particular Word, Excel and Powerpoint
- SIMS
- Behaviour Watch

Experience of;

- Working in partnership with professionals
- 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