

JOB DESCRIPTION

Family Support Worker	
Scale	Scale G points 11-17
Hours	Hours to be agreed
Section	Support Staff
Responsible to	Headteacher
Responsible for	This position has no direct responsibility for line management.

Job Purpose	To work closely with parents and carers to help overcome pupils' barriers to learning, whether inside or outside school. This will involve maintaining regular communication, putting interventions in place, and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils' development and progress.
--------------------	---

Duties & Responsibilities	<p>Working with Parents and Carers</p> <ul style="list-style-type: none"> • Act as the lead point of contact for the parents/carers of pupils receiving additional support • Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise • Put interventions in place to encourage parents/carers' involvement in supporting pupils' development and progress • Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g. social media, newsletters, in meetings, etc) • Lead home visits, where required • Implement and monitor progress of action plans, working with parents/carers to make adjustments to support as necessary • Provide personalised support for parents/carers to help manage transition for their child • Support parents/carers through the application process for accessing local services and help them attend relevant meetings • Provide crisis intervention to families
--------------------------------------	--

Working with staff and other professionals

- Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support
- Develop action plans in consultation with relevant staff and professionals, where necessary
- Liaise and build relationships with external agencies and professionals, following up on actions where necessary
- Maintain regular communication with relevant staff to update them on progress of individual pupils
- Assist with carrying out early help assessments
- Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process

Record keeping

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Complete relevant paperwork required by external agencies

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs) • Experience supporting and working with parents of young people • Experience working with colleagues and external stakeholders (e.g. from external agencies) • Experience of keeping good written records
Skills and knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Good IT skills • Knowledge of the barriers to learning that pupils may face • Tailoring plans and interventions to individual pupils • Ability to create good relationships with children, staff, parents and external agencies • Knowledge of available support services in the local area • Safeguarding of children and young people
Personal qualities	<ul style="list-style-type: none"> • Patient and calm • Wants to provide the best possible opportunities for all pupils • Organised, good time management skills, proactive and self-motivated • Upholds and promotes the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintains confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES