

**DEPARTMENT: PASTORAL**

**DESIGNATION: FAMILY SUPPORT WORKER**

**RESPONSIBLE TO: SLT LINK**

**POST GRADE: LEVEL 6**

**NAME:**

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| **Main Purpose of the Post**  |
| To work as part of the Trust team to support families so that students can achieve their potential. To give targeted individual support to families and carers. To provide advice and signposting to enable families to access universal and targeted services.* Working preventatively with identified families to provide early intervention, signposting, support and guidance in times of change and stress.
* Work directly with students and families, individually and in groups.
* To raise attendance levels of targeted students by carrying out daily home visits.
* To lead Early Help action plans.
* To work with external agencies to ensure families have access to statutory and voluntary services.
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| **Core Responsibilities, Tasks and Duties** |
| 1. Direct Work with Students and Families
* Helping to improve student attendance by carrying out home visits on a daily basis.
* Supporting parents’ attendance at appointments with outside agencies and follow-up as appropriate.
* Planning of strategies and intervention for parent/student support sessions.
* Engaging families in activities which supports student learning.
* Development of appropriate opportunities for parenting education.
* To act as Lead on a number of Early Help action plans.
* Being aware of and adhere to agreed policies and procedures for Child Protection, Safeguarding and lone working.
1. Co-ordination and Liaison with Others
* To liaise on a regular basis with the Trust Senior Leadership Team, SENCO, Pastoral team, welfare managers, other schools and outside agencies.
* Identification and appropriate referrals made to support services where appropriate.
* Developing links with agencies that provide and promote learning opportunities for parents and carers.
* To attend multi-agency meetings for students on their identified caseload.
* Keep careful and high-quality records of meetings and contacts recording actions to be taken.
* To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up to date.
* To monitor and evaluate the effectiveness of the work and providing reports as required.
1. General
* To develop a whole school knowledge and understanding of how to support pupils at risk
* To attend meetings, plan and run groups and deliver training as required.
* Analyse data for target students to monitor attendance, behaviour and achievement progress.
* Maintain an up to date knowledge and awareness of current legislation and initiatives related to the role.
* To work within and equal opportunities and anti-discriminatory framework.
* To take responsibility for own learning and personal development and to attend training as required.
1. Health and Safety
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
1. Professional Accountability
* The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.
1. Safeguarding
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
1. Equalities
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
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| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: PASTORAL**

**DEPARTMENT: FAMILY SUPPORT WORKER**

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| **Minimum Requirements** | **Measured by:****A) Application****B) Test/Exercise****C) Interview** |
| **QUALIFICATIONS/TRAINING:****It is essential that the post holder has:*** Relevant childcare, education, social care or health qualification to NVQ Level 3 or equivalent and/or considerable experience.
* Safeguarding level 2 qualified.

**It is desirable that the post holder has:*** Training in community work, counselling skills, or similar.
 | **A** |
| **EXPERIENCE/KNOWLEDGE:****It is essential that the post holder has:*** Thorough knowledge of statutory services and relevant children’s legislation especially child protection and safeguarding.
 | **A & C** |
| **SKILLS AND ABILITIES:****It is essential that the post holder has:*** Worked with families and delivered effective support for families.
* Led group sessions that have shown a positive impact.
* Evidence of experience of direct work with children and parents within a variety of settings.
* Ability to work with students and families in a variety of settings within school, at home or in the community.
* Ability to work flexibly and supportively with parents and carers.
* Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers.
* Excellent interpersonal, skills with the ability to communicate. effectively with children and adults, individually and in groups.
* Able and willing to speak confidently to a range of audiences.
* Be tactful, diplomatic and sensitive with a good sense of humour.
* Ability to take responsibility and work on initiative within set boundaries.
* Excellent organisational and time management skills.
* Excellent oral and written communication skills including a sensitive approach to children and adults.
* Ability to keep clear accurate records.
* Be a confident and skilled user of ICT – able to use it with students and parents.
* Be reliable and trustworthy to apply GDPR requirements.
 | **A & C** |
| **ADDITIONAL FACTORS:****Other Essential Requirements*** Able and willing to work flexibly as part of a team.
* Commitment to self-development and willingness to undertake further training.
* Clean current driving licence and use of a car.
* Full enhanced DBS clearance.
 | **C** |