

Job Description

Job Title:	Family Support Worker
Hours:	37 hours per week, term time only
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of School/Headteacher
Liaison with:	All Staff, Administration Team, Senior Leadership Team, Students, Parents/Carers, External visitors

Job Purpose

- To operate as one of the School's designated safeguarding leads.
- To work effectively with the Inclusion Hub and class based staff to identify students and families in need of support.

Key Responsibilities

- To develop and implement strategies for identifying and supporting students and families in need of support and promoting their engagement.
- To carry out observations and advise the Inclusion Hub and class based staff on good practice leading to better outcomes for children's and families.
- To develop and maintain robust assessment and intervention systems and ensure regular reviews take place.
- To work in partnership with a range of agencies to ensure that the needs of the students are met, including to manage the registration process in facilitating access to agencies and to ensure the support remains for as long as is necessary.
- To participate fully in any assessment procedures involving children supported by a range of agencies.
- To work with the Pastoral Manager to ensure that there are appropriate support strategies in place for vulnerable students, including school refusers, poor attendees and new arrivals.
- To liaise with the Learning Mentors to ensure that a range of support is available in school to meet the needs of identified students and it is reviewed on a regular basis.
- To act as the second point of contact for safeguarding issues, supporting other DSLs and the Pastoral Manager in their roles, including appropriate referrals to CASS and Early Help.
- To ensure that all DSLs, including yourself, receive appropriate supervision and all appropriate and regular training, in line with good practice.
- To be a liaison person for Child Protection.
- To accurately maintain MyConcern and ensure that the school's safeguarding policy and procedure is followed.
- To develop and maintain an appropriate case file system, to ensure the accuracy of all recorded information and data, and to ensure that the Pastoral Manager, Inclusion Lead

and SLT are kept informed and updated of all relevant information and developments in an efficient, effective and timely fashion, as required.

- To develop health, childcare and family support services in school, that are inclusive and accessible to all students and their families.
- To undertake outreach work with parents, to provide information, guidance and support on a range of issues and interventions.

Other

- To keep up to date with regards to current issues and research regarding family support and initiatives.
- To attend appropriate conferences/seminars/training events with regard to current issues within, or relevant to, the family support agenda.
- To contribute to the development and preparation of informative materials (for example leaflets, newsletters and information), to families, if appropriate.
- To take part in local events to promote collaborative working between ATLP and Erdington schools.
- To take part in the development of evaluation strategies and processes, monitoring and parent consultations.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the School
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Technology team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.

- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification – Family Support Worker

Method of Assessment: A.F. = Application Form; I = Interview; T = Test or Exercise;

	ESSENTIAL	METHOD OF ASSESSMENT			
		AF	O	I	R
Qualifications and knowledge	A good standard of education particularly in English and Mathematics, at least equivalent to GCSE grade 'C' or above.	✓			
	To have a knowledge and understanding of safeguarding in relation to the education sector	✓		✓	✓
Experience	Must have a proven track record of working with vulnerable people/children	✓		✓	✓
	Must have experience of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders	✓		✓	✓
Skills and Abilities	Strong team working capabilities and ability to liaise and co-ordinate effectively with peers in the area to achieve area objectives	✓		✓	✓
	Ability to use language and other communication skills that students can understand and relate to.	✓		✓	✓
	Ability to establish positive relationships with students and empathise with their needs.	✓			✓
	To be confident at presenting information in variety of situations, including formal training and dealing with feedback and challenges	✓		✓	✓
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities, etc.	✓		✓	✓
	Must possess excellent communication skills and be able to communicate in a clear and confident manner both orally and in writing	✓	✓	✓	✓
	Be proactive in the support and development of students.	✓	✓		✓
Personal Qualities	Evidence of and willingness to participate in further training and developmental opportunities.	✓		✓	
	Maintain confidentiality on all school matters.	✓			✓
	Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.	✓	✓	✓	✓
	Have good personal organisation	✓	✓		✓
Contra Indications	Criminal convictions involving offences against children.	✓		✓	✓