

|  |  |
| --- | --- |
| **Job Title:** | Family Support Worker  |
| **Job Purpose:** | Family Support is for families with children at Merridale who need additional support to improve their life chances to achieve better health, education and socialisation. A preventative, early help and intervention approach supports families and children most effectively. Family Support Workers will apply multi-disciplinary skills in their work with families, depending on the identified level of need and demand on the service. Working together with Strengthening Families Workers, Social Workers and other professionals to implement practical and emotional support, promoting a strong culture of collaboration built through joint working and a shared vision in supporting the child and family. Delivery of direct work with children through their plans of support to ensure our focus is the voice of the child. Robust management of the plan of work with the family, reviewing this in a timely manner to prevent drift and escalation of concerns.To ensure that the provision of support service is of high quality and in accordance with the ethos and values of the school, current legislation and our Safeguarding and Child Protection policy as well as the latest edition of KCSIE.  |
| **Reports To:** | Headteacher, Senior Leaders and Governing Body |
| **Main contacts:** | Head teacher, Senior Leaders, classroom teacher parents/carers, external agencies. |
| **Main Duties:** | **Responsibilities and Tasks*** Family Support Worker to promote the ethos and values of the school, providing a warm and welcoming environment where children and families feel valued and learning is encouraged.
* Family Support Worker will work in a non-discriminatory and culturally sensitive way in the delivery of support to all families.
* Family Support Worker to provide effective support which enhances confidence and self-esteem of parents and carers, contributing to their personal development and providing an advocacy service where appropriate.
* Family Support Worker will gain active involvement of parents and carers in the development of key skills in caring for and nurturing their children.
* Senior leaders and teachers will identify children and families that would benefit from early Help support.
* Family Support Worker to work with families, offering support, building relationships and understanding of community cohesion.
* Family Support Worker will assess needs and identify areas of intervention required, updating senior leaders, ensuring delivery is achievable and effective.
* Family Support Worker will ensure that CPOMS is effectively updated, assigning alerts where necessary. Written logs, actions and next steps recorded effectively, informing the monitoring and reviewing process.
* Family Support Worker to use and access ECLIPSE as appropriate
* Family Support Worker will be visible and available at the start and end of every school day to offer advice and support to families where appropriate.
* Family Support Worker will update the Headteacher regularly, identifying areas of work completed. Report any concerns or significant changes relating to families and children to senior leaders as appropriate.
* Family Support Worker to arrange review meetings and co-ordinate Early Help as appropriate.
* Family Support Worker will complete home visits where appropriate.
* Where appropriate or necessary, participate in Team Around the Family/Child, Early Help, Child in Need and case conferences as arranged by themselves or other agencies.
* Family Support Worker will take responsibility for raising awareness of families in specific health issues, particularly those that relate to school/community areas of need such as home safety, development of children’s communication and language skills, healthy lifestyles.
* Comply fully with Safeguarding and Child Protection policy and procedures.
* Participate in professional development to ensure necessary skills, knowledge and understanding are kept up to date.
* Assist staff and senior leaders in providing a flexible service that best meets the needs of the school community.
* Undertake such other duties, agreed with senior leaders that are reasonable and consistent with the job purpose and role.

**Management of referrals*** Refer cases of suspected abuse to the Local Authority children’s social care (MASH) as required
* Support staff who make referrals to Local Authority children’s social care
* Refer cases to the Channel programme where there is a radicalisation concern as required
* Support staff who make referrals to the Channel programme
* Refer cases where a person is dismissed or left due to risk/harm to a child to the DSL/LADO
* Refer cases where a crime may have been committed to the Police as required
* Ensure a child’s protection file/information is transferred to any new school/college as soon as possible. This should be transferred separately from the main file, ensuring secure transit and confirmation of receipt should be obtained

**Communication*** To establish and maintain effective lines of communication between school and home.
* Follow agreed policies for communications in the schools.
 |
| **Working with and supporting children** | * Support the safety and welfare needs of children.
* Nurture positive relationships with children that promote emotional well-being, confidence and self-esteem.
* Promote positive values, attitudes and behaviour towards others
* Work with colleagues to provide safe and stimulating learning environments where children can learn effectively.
* Ensure that students are aware where to go for support for all safeguarding matters
* To work with Merridale staff to co-ordinate support for identified vulnerable children and their families
* To monitor those children identified as Children & Young People in Care
* Manage a referral and assessment process in allowing students to access support
* Organise appropriate interventions to support students in collaboration with Headteacher at Merridale Primary School
* To work with the Safeguarding Team at Merridale to process support and intervention as required
* Ensure that accurate records are kept of support given to students through CPOMS
* Liaise with the appropriate staff to evaluate the impact of interventions and support
 |
| **General requirements** | **Other Duties** – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.**Health & Safety** – The postholder is required to carry out the duties in accordance with the School’s Health and Safety policies and procedures.**Equal Opportunities** – The postholder is required to carry out the duties in accordance with the School’s Equal Opportunities policies.**Safeguarding** – Employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the postholder to undertake an Enhanced DBS check.**School Ethos** – contribute to the development and implementation of the overall vision of the school including compliance with policies and procedures. The postholder must maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.**Training** - The postholder is required to undertake appropriate and regular training and/or legislative/educational developments to maintain knowledge and improve practice. **Confidentiality**: Due to the nature of the work, strict confidentiality covers this post i.e. personal details of any kind or nature should not be disclosed to others unless required due to safeguarding. **GDPR**: The post holder must comply with all aspects of the GDPR policy, all policies and procedures for Merridale Primary School and any local or national legislation.  |