

## **JOB DESCRIPTION**

**Post:** Family Support Worker  
**Grade:** 6, pnts 16-10 (depending on experience)  
**Location:** Belmont Special School

### **JOB PURPOSE**

The post-holder will engage with pupils, families, parents, carers and a variety of professionals and voluntary workers to identify the needs of pupils and families and help find ways of meeting those needs.

The work will focus on supporting our families and signposting them to appropriate GCC and voluntary agencies and groups.

### **MAIN DUTIES & RESPONSIBILITIES**

- to support pupils and families referred by school staff or by a request from parents/guardians themselves
- to convene or support the co-ordination of multi-agency meetings. This may include setting agendas, inviting relevant professionals, taking minutes, drawing up action plans, putting appropriate services into place or signposting families to services and evaluating the effectiveness of plans
- to manage a 'case load', including: -
  - keeping up to date with all home visits, telephone calls and meetings
  - providing written reports when and as requested by SLT and/or the Governors
- to attend relevant meetings as convened by other professionals and feed back to class staff, SLT and Deputy DSL
- to take an active role in identifying own training needs, in line with the needs of the school, and to attend relevant agreed training
- to contribute to the ongoing planning, development and evaluation of the work of the school
- to contribute to the development of good practice resources and training and support materials, for family, groups and partner agencies
- to contribute to the monitoring of the school's work by providing and recording information
- to work in line with agreed priorities in the School Development Plan
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements. To follow the specific risk assessment for home visits
- as a Safeguarding Officer to advise staff regarding child protection issues and, in discussion with the Designated Safeguarding Lead, take the necessary action
- receive pupil welfare concern reports from staff and respond as appropriate
- to liaise with social workers and other professionals to support children and families to work with the Plan
- to continue to support identified pupils and families when a CP Plan is no longer in place

- keeping families updated with relevant information regarding activities, courses and opportunities

### **ADDITIONAL RESPONSIBILITIES**

- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- represent the school at all times in a professional, positive and helpful way
- be conversant with relevant IT and software, and keep up to date with developments in IT
- participate in the school's appraisal programme
- undertake training where this is appropriate
- contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- be compliant with GDPR

### **QUALIFICATIONS/EXPERIENCE**

- general good standard of education to include ICT skills
- direct experience of working with pupils with SEN, emotional or social difficulties and their families
- experience of assessment, working to plans and report writing

### **SUPERVISORY RESPONSIBILITY**

None

### **SUPERVISION RECEIVED**

Headteacher and the Designated Safeguarding Lead

### **PRINCIPAL CONTACTS**

Pupils, parents and other family members, other members of the team, school staff, other professionals and voluntary workers.

### **SPECIAL CONDITIONS**

- this post will involve some face-to-face meetings with families in their own homes.
- the post holder will need to have appropriate means of transport to carry out their duties
- the post will involve working some flexible hours on a planned basis
- this post is term time only including INSET days
- the postholder will be expected to take all holidays during designated school holidays
- the post-holder may be asked to support, or cover, at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance
- where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis and paid one month in arrears

### **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier

if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed:.....(employee)

Signed:.....(HR Manager)

Date:.....



**PERSON SPECIFICATION**

## Family Support Worker (Milestone)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>• experience of working with families and vulnerable and/or disaffected children</li> <li>• direct experience of working with children/young people with emotional, social and/or behavioural difficulties</li> <li>• experience of assessment and working to plans e.g. Personal Education Plans, LAC Care Plans, CIN Plans, IEP, and Pastoral Support Programmes</li> <li>• general good standard of education</li> <li>• committed to further development and training</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working in a multi-agency environment</li> <li>• experience of working with groups</li> <li>• Learning Mentor, NNEB, Teaching, Social Work, NVQ, Youth and Community Work Education Welfare</li> <li>• Safeguarding training</li> <li>• training in anti-discriminatory practices and equal opportunities</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• knowledge of the issues facing children and families</li> <li>• knowledge of guidance and requirements around safeguarding children</li> <li>• a broad understanding of Child Protection issues</li> <li>• a broad understanding of the principles of the Children Act 2004</li> <li>• the ability to communicate effectively, both verbally and in writing ' including the ability to prepare written reports on work undertaken</li> <li>• ability to work to deadlines and work unsupervised with agreed work</li> <li>• able to plan work programmes/support with individual children and their families/carers</li> <li>• ability to work in partnership with children and families/carers</li> <li>• ability to work with groups</li> <li>• able to deal calmly with an emergency</li> <li>• good organisational skills</li> <li>• good problem-solving skills</li> <li>• ability to handle sensitive personal information and to maintain appropriate confidentiality</li> <li>• a commitment to all aspects of equal opportunity in employment and service delivery</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of CAFs</li> <li>• knowledge and understanding of the SEN Code of practice.</li> <li>• knowledge of Child Development</li> <li>• an understanding of skills that underpin parenting</li> <li>• good ICT skills</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• ability to work as part of a team</li> <li>• a co-operative style of working</li> <li>• ability to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>• a sense of humour</li> <li>• sensitivity</li> <li>• a perceptive approach</li> </ul>

	<ul style="list-style-type: none"> <li>• ability to work in a variety of settings</li> <li>• self-confident</li> <li>• ability to work in a non-judgemental manner</li> <li>• a commitment to promoting the rights of the child</li> <li>• ability to work effectively under pressure</li> <li>• ability to relate positively to all pupils and colleagues</li> <li>• accurate and methodical working</li> <li>• openness and honesty</li> </ul>	
Knowledge & values of the trust	<ul style="list-style-type: none"> <li>• commitment to working in partnership with staff, pupils, parents, governors and other professionals</li> <li>• commitment to the wider work of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• ability to identify with the Trust's values &amp; principles</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• able to travel</li> <li>• able to work flexible hours on a planned basis</li> </ul>	