



Job Description

General Information

Job Title: Family Support Worker **JD Code:** JDA38

Reports to: Safeguarding Officer

Line Management:

The post holder will be accountable to the Safeguarding Officer for all initiatives related to this post.

Job Purpose:

- To help students to overcome barriers to learning especially in relation to attendance, safeguarding and child protection concerns.
- To support the Safeguarding Officer and wider team to implement safeguarding and child protection policy and procedures and ensure procedures and practise across the academy fully meet statutory requirements.
- To support the management of safeguarding referrals appropriately and in a timely manner and liaise with relevant external agencies such as CSC, CAMHS & EWS and be part of the team leading or attending multi-disciplinary meetings.
- To work with students with poor attendance and develop/initiate programmes of support for individuals and families to raise levels of attendance.
- To transform pupil attitudes towards school and enhance their ability to cope with the challenges that they might face in terms of their social, emotional and mental health.

Key Responsibilities:

- Establish good working relationships with pupils, staff and parents acting as role model and setting high expectations.
- Undertake home visits to support good attendance and ensure children are safeguarded appropriately.
- To be aware of the school's Attendance Policy and carry out tasks in line with policy guidelines and targets.
- Promote exceptional attitude to learning and encourage pupils to take responsibility for their own learning.
- Establish constructive relationships with parents/carers and outside agencies.



- Liaise with Progress Leaders, Assistant Progress Leaders, Subject Leaders and Progress Tutors regarding pupil's individual needs.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within the established school procedure.
- To work directly with children and their families in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children underachieving due to poor attendance and safeguarding issues.
- Use a variety of approaches, which should be tailored to meet individual needs.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- Promote inclusion and the acceptance of all pupils around the school.
- Establish constructive relationships with parents and carers.
- Collate relevant pupil data for inclusion on SIMS and other data systems.
- Encourage good practice by promoting and championing safeguarding and child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a student.
- Where required, liaise with external agencies and ensure they have access to all necessary information.
- Any other reasonable task requested by the Principal.

Generic Responsibilities of all Support Staff

- To work consistently to uphold academy's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the academy's commitment to developing staff, and the annual review procedures.
- To work with visitors to the academy in such a way that it enhances the reputation of the academy.
- To seek to improve the quality of the academy's service.
- To present oneself in a professional way that is consistent with the values and expectations of the school.

Once in post, the Family Support Worker will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

In addition, the post holder should have the ability to:



- vocalise the school's vision and aspirations
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for the School and Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> • Good general qualifications at least to GCSE (or equivalent) particularly in English and maths; 	<ul style="list-style-type: none"> • Evidence of Continuous Professional Development • A professional qualification relevant to the post such as social work, reaching, youth work or other related qualifications
B. Skills and abilities	<ul style="list-style-type: none"> • Good inter-personal skills including mediation and conflict resolution. • Demonstrable awareness of legislation relating to the welfare and protection of children. • Demonstrate awareness of risk • To have the ability to prioritise and organise own workload • Relate to and work well with others as a member of a team • Good standard of ICT literacy including the use of Microsoft Office 365 and other school software 	<ul style="list-style-type: none"> • Knowledge of the education system
C. Knowledge & Experience	<ul style="list-style-type: none"> • Working with professionals from other agencies and in a multi-agency context. • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. • School systems and an understanding of the issues affecting truancy and non-school attendance. • Effective communication with children, carers and other professionals. • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Ability to work on own initiative within departmental protocols/procedures. • Ability to deal with difficult situations. 	<ul style="list-style-type: none"> • Experience of working in an educational and/or social care setting with young people.
D. Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school. • Commitment to acting with integrity, honesty, loyalty and fairness 	



	<ul style="list-style-type: none">• Deals with difficult situations effectively• Ability to relate well to the full range of stakeholders	
E. Approach to work	<ul style="list-style-type: none">• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well	

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspiration to be a world class school
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community and upholding a 'Commitment to Excellence' at all times.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.