

## **Family Support Worker**

### **Job Description**

**Grade: 3**

#### **1. Job Purpose**

- 1.1 To provide a preventative service to families experiencing challenging situations/circumstances that are having an impact on family life.
- 1.2 To work as part of a multi-disciplinary team with shared responsibility for the effective delivery of high quality services.
- 1.3 The role will involve regular daily contact with children.

#### **2. Key Responsibilities**

- 2.1 To work under direction of Senior Management to deliver a holistic approach to supporting families.
- 2.2 To work alongside school staff, volunteers and trainees, including visiting families in their homes to offer support and signpost families to appropriate services facilitating improved access, in particular, support to accessing specialist services.
- 2.3 To provide individual support and advocacy as part of the package of support to families who may be experiencing a wide range of family crisis.
- 2.4 To develop and co-ordinate group work programmes for parents/carers addressing a wide range of issues that may be having an impact on the way they meet their child's needs.
- 2.5 To develop innovative ways of engaging with and developing services for families, especially those who are harder to reach, e.g., fathers families seeking asylum and refugees and to encourage families to be involved in their communities and where desired develop links with other families to be involved in their communities and where desired develop links with other families with similar needs.
- 2.6 To undertake home visits as required.
- 2.7 To develop and support the promotion of various health initiatives which form part of the school/children's centre core offer linking in with local health providers.
- 2.8 To ensure any concerns around Child protection are appropriately reported and to work with SLT and the local authority social workers in the management of the child protection cases.
- 2.9 To ensure that all required and relevant monitoring and record keeping procedures are maintained. To prepare written referrals including early help assessments.
- 2.10 To attend and participate in teams meetings both in school and as a representative of school of external multi agency meetings.

- 2.11 Monitor children's attendance on a daily basis. Work with families to improve attendance. Provide attendance reports monthly to leadership team and identify actions taken to address attendance concerns.  
  
Contribute to governing body reports as requested.
- 2.12 To support parent training programmes in consultation with training providers.
- 2.13 To support and offer guidance to staff and volunteers as required.
- 2.14 To ensure tasks are carried out with due regard to Health and Safety.
- 2.15 To undertake appropriate professional development
- 2.16 To adhere to the ethos of the school
  - 2.15 1. To promote the agreed vision and aims of the school
  - 2.15 2. To set an example of personal integrity and professionalism
  - 2.15 3. Attendance at appropriate staff meetings and parents evenings
- 2.17 Any other duties as commensurate within the grade I order to ensure the smooth running of the school

### **3. Supervision Received**

3.1 Supervising Officers Job Title:

3.2 Level of supervision:

- 1. Left to work within establishment guidelines subject to scrutiny by supervisor

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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