

Job Description

Post Title:	FAMILY SUPPORT WORKER
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Responsible to:	Assistant Headteacher (Inclusion)
Liaising with:	Teaching staff, non-teaching staff, SLT, students, Governors and other stakeholders.
Working Time:	37 hours per week, 39 weeks per year. Permanent.
Salary/Grade	NJC point 11. £29,071 PRO RATA to £24,961
Disclosure Level:	Enhanced

1.	Job Purpose: To work directly with children in need and their families in the community to promote, strengthen and develop the potential of parents/carers and children to prevent children becoming looked after and/or suffering significant harm. To be involved in preventative work with children and families.
2.	DUTIES AND RESPONSIBILITIES • Plan and participate in programmes of work with parents/carers and children, both individually and in groups • Work with families within the Academy and undertake home visits as necessary • Work and liaise with other professionals and external agencies • Keep written records and produce reports as requested, in accordance with policies and procedures • Assess and promote positive parenting skills and techniques to parents/carers • Assess and promote the development of children • Run groups and clubs at the Academy with the support of others to support and develop individuals and families • Develop links with and utilise the resources of the community • Attend and participate in child protection conferences, planning and review meetings as required • Assist with attendance and other issues that may arise with families of concern • Maintain confidentiality and adhere to GDPR guidelines • Ensure service users are as fully involved as possible with decisions which affect them individually • Promote equal opportunity and anti-discrimination practices • Promote an environment in which parents/carers are encouraged to take responsibility for meeting the needs of their children • To keep up to date with and apply professional conduct and best practice guidance • Maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage families and professional support staff in their development and training • Maintain personal and professional development as an Academy Safeguarding Officer • Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the requirements and responsibilities of this role • Undertake health and safety duties commensurate with this position • To promote a positive image of the Academy, building and maintaining constructive relationships

	Generic Responsibilities • Represent and promote the Academies' values internally and externally. • Ensure that the Academies' internal customers receive an excellent customer service experience in all dealings with the service. • Deliver your day to day duties consistently with the agreed service level. • Act as a champion for change and improvement, constantly enhancing quality. • Contribute to the annual quality review of the service and the programme of continuous improvement. • Actively promote and act, at all times, in accordance with Academy policies, e.g. Health and Safety, Equal Opportunities and Safeguarding. • Make a commitment and contribution to improving standards for pupils, as appropriate. • Contribute to the maintenance of a caring and stimulating environment for pupils. • Undertake other duties commensurate with the job level.
3.	Management of People None
4.	Contacts and relationships The post holder will have daily contact with: • Head Teacher, SLT and all Academy staff • External agencies • Parents/Carers and Students • Visitors
5.	Decisions, Creativity and Innovation The postholder will work within clearly defined policies and procedures and must act at all times in accordance with these. The postholder will be required to be creative when planning activities and interventions. Errors made by the postholder may result in relational or reputational damage for the Academy.
7.	Work Environment a) Work Demands – Work should be largely planned and although not subject to frequent interruptions, the postholder will be required to be flexible in moving between tasks or students. b) Physical Demands –Limited. Classroom based. Postholders may face reasonable physical demands when dealing with students with physical disabilities. c) Working Conditions –Based in a well lit and ventilated environment. d) Work Context – May occasionally be subject to aggressive behaviour from students or families.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time-to-time within the general scope of the post. There may be occasions where the working day will need to be extended or evening meetings will need to be attended.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.