

# HOLLYFAST PRIMARY SCHOOL

## Family Support Worker



## Hollyfast Primary School Job description



Family Support Worker  
Grade 5 (12-16)

Responsible to Headteacher

Reviewed by

Last updated



### Our School

We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. I perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

### The Post

The Family Support Worker will be the School's Designated Safeguarding Lead, working alongside the Head Teacher and other members of the Senior Leadership Team. They will manage pastoral care across the school to ensure there is high quality provision in place, with a responsibility for pastoral, safeguarding, attendance and supporting medical needs. Other expectations are:-

- To manage pastoral care across the school to ensure there is high quality pastoral provision in place, with a responsibility for safeguarding, attendance and supporting medical needs
- To work under supervision of the schools pastoral lead.
- To work collaboratively with other leaders within the school as part of the school Inclusion Team, in order to address the needs of children who need help and support to overcome barriers to learning both inside and outside school in order to achieve their full potential
- To work with pupils and families in need of support to improve outcomes
- To work closely with children and families to deliver pastoral care. This may be in the form of meetings, home-visits, mentoring children in and out of the classroom, supporting attendance, first day calling for absence
- To support the Pastoral lead around directing adults working with children

### Main Duties and Responsibilities

- To develop and implement strategies for identifying and supporting pupils and families in need of support and promoting their engagement
- Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning
- To work with the Head Teacher and DDSL's to audit safeguarding provision within school and implement identified actions
- To work in partnership with a range of agencies to ensure that the needs of the pupils are met
- To participate fully in any assessment procedures involving children supported by a range of agencies
- To work with the Head Teacher to ensure that there are appropriate support strategies in place for vulnerable

## Hollyfast Primary School Job description

<p>pupils, including school refusers, poor attendees and new arrivals</p> <ul style="list-style-type: none"><li>• To liaise with the Teaching Assistants and other members of staff to ensure that a range of support is available in school to meet the needs of identified pupils and it is reviewed on a regular basis</li><li>• To liaise with our network schools to share and develop best practice for pastoral, safeguarding and attendance</li><li>• To support the DSL and support other DDSLs in their role</li><li>• To provide training for new and existing staff and signpost to identify relevant training from external agencies</li><li>• To liaise with the multi-agency safeguarding hub (MASH) and allocated social workers in child protection cases</li><li>• To accurately maintain CPOMs and ensure that the school's safeguarding policy and procedure is followed</li><li>• To develop and maintain an appropriate case file system, to ensure the accuracy of all recorded information and data, and to ensure that the Pastoral Team, Inclusion Team and Leadership are kept informed and updated of all relevant information and developments in an efficient, effective and timely fashion, as required</li><li>• To work with SLT to develop health, childcare and family support services in school, that are inclusive and accessible to all pupils and their families</li><li>• To work with parents to provide information, guidance and support on a range of issues and interventions</li><li>• To work with the SLT in promoting high standards of attendance and punctuality</li><li>• To use effective systems to identify pupils who are not achieving full attendance and implement attendance plans which remove barriers and enable attendance to improve</li><li>• To contribute to the development and preparation of informative communication (e.g. website, leaflets, newsletter and information), to families, as appropriate</li></ul>
<p><b>Management</b></p> <ul style="list-style-type: none"><li>• To provide professional advice and support to Leadership, using knowledge and skills acquired during a substantial period of experience working with children and families</li><li>• To work with SLT to implement aspects of the school's development plan, as appropriate</li><li>• To work under own initiative and with a greater degree of autonomy supporting the Head Teacher and the wider team with the smooth running of safeguarding and pastoral care</li></ul>
<p><b>Professional Knowledge</b></p> <ul style="list-style-type: none"><li>• To keep up to date with regards to current issues and research regarding family support and initiatives</li><li>• To attend appropriate meetings and training events with regard to current issues within, or relevant to, the role</li><li>• To undertake appropriate professional development including adhering to the principle of performance management</li></ul>
<p><b>Ethos and Culture</b></p> <ul style="list-style-type: none"><li>• To support the school's leadership in promoting an ethos and culture within the school that drives through school improvement in line with the aims of the school.</li><li>• To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.</li><li>• To undertake any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school</li></ul>

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

## Hollyfast Primary School Job description

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** Head Teacher **Date Reviewed:** June 2023 **Updated:**

*AIM high, GROW within and REACH beyond the stars* 



## Family Support Worker

### Person Specification

<b>Job Title:</b>	Family Support Worker (Primary School)	<b>Job Number:</b>	2023-010
<b>Directorate:</b>	People Directorate	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 5
<b>Location:</b>	Hollyfast Primary School		

#### Job Requirements

##### Qualifications & Knowledge

- A good standard of education particularly in English and Mathematics, at least equivalent to GCSE Grade 'C' or above
- A good understanding of the challenges facing pupils from a disadvantaged community
- A good understanding of mentoring relationships with disadvantaged pupils
- A good understanding of the range of agencies and activities that provide support to vulnerable pupils
- To have knowledge and understanding of safeguarding in relation to the education sector
- To hold a qualification of NVQ Level 3 or higher (or equivalent)
- To have knowledge and qualifications relating to the role of DSL

##### Skills and Abilities:

- Strong team working capabilities and ability to liaise and co-ordinate effectively with peers to achieve objectives
- Good communication skills with children, parents and staff and the ability to establish positive relationships with them
- To be confident at presenting information in a variety of situations, including formal training and dealing with feedback and challenges
- Able/willing to undertake a pattern of hours as determined by the school.
- Warmth and openness in relationships
- Flexibility and resourcefulness
- Ability to work in a team as well as independently demonstrating using initiative and pro-activity
- Commitment to professional development
- Must possess excellent communication skills and be able to communicate in a clear and confident

## Hollyfast Primary School Job description

	<p>manner both orally and in writing</p> <ul style="list-style-type: none"><li>• Hold a full clean driving licence as home visits and attendance to meeting is required for this role</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Proven track record of working with vulnerable young people/children</li><li>• Experience as a DDSL</li><li>• Experience of working effectively with a variety of agencies to support families</li><li>• Experience of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders</li><li>• Experience of delivering training</li><li>• Experience of managing and leading people is desirable</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Evidence and willingness to participate in further training and development opportunities</li><li>• Maintain confidentiality on all school matters</li><li>• Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role</li><li>• Have a good personal organisation</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li><li>• 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.</li></ul>

*AIM high, GROW within and REACH beyond the stars* ★