



# WHITLEY ABBEY PRIMARY SCHOOL

## Job Description

<b>Vacancy Reference No:</b>		
<b>Job Title:</b>	DSL and Family Support Worker	<b>Job Number:</b>
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>
<b>Service:</b>		<b>Grade: 6 (Level 3)</b>

## Job Purpose

### On behalf of the Head and Governors and reporting to Senior Management:

1. To lead the school's activity in Safeguarding of Children and Attendance and manage/line manage and organise the work of the area including relevant staff and any associated budget.
2. To take responsibility for Pastoral provision in school.

## Duties and Responsibilities

1. To report to senior management on progress and activity in Safeguarding and Child Protection and Attendance and to propose and take appropriate action as agreed.
2. To organise and conduct regular team meetings for Family Support Workers.
3. To take a significant role in developing and leading the implementation of the school's monitoring and evaluation procedures Safeguarding and Child Protection and Attendance and with relevant staff
4. To produce Action Plans in Safeguarding and Child Protection and Attendance in line with the School Improvement Plan and to ensure their co-ordinated implementation with relevant staff
5. To take responsibility for the management of relevant budgets as required.
6. To advise senior management of current developments in good practice and promote and implement agreed action.
7. To advocate and promote learning and other mentoring provision across the school including the delivery of training to appropriate members of the school community.
8. To prepare and provide written and/or verbal reports, evaluations and action plans for Senior Management Team / Governors / Coventry Excellence in Cities as appropriate.
9. To oversee the professional development of staff\_– and, if appropriate, their Performance Management.
10. To undertake training of relevant staff as necessary.
11. To support senior management in the recruitment and deployment of Family Support Workers within the school
12. To organise and implement the induction for newly appointed Family Support Workers and Learning Mentors in school.
13. To represent the school, if appropriate to the role at meetings.
14. To act as Mentor for a designated group of targeted mentees and to share expertise.
15. To carry out specific designated tasks and mentoring activities.
16. Any other duties and responsibilities within the range for the salary grade.

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All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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 (Data Protection Act 1998)

**Responsible for:** designated staff in area of responsibility

**Responsible to:** Head Teacher

**Date Reviewed:** April 2026

### Person Specification

<b>Job Title:</b>	DSL and Family Support Worker	<b>Job Number:</b>	
<b>Department/Directorate:</b>	Children, Learning & Young People	<b>Post Number:</b>	
<b>Division/Section/Group/Team:</b>		<b>Grade:</b>	<b>6 (Level 3)</b>
<b>Location:</b>			

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• A good understanding of the challenges facing young people from a disadvantaged community.</li> <li>• A good understanding of mentoring relationships with disadvantaged children</li> <li>• A good understanding of the range of agencies and activities that provide support to vulnerable pupils.</li> <li>• A full working knowledge of Common Assessment Framework/CP transition</li> <li>• A full working knowledge of policies and codes of practice in areas specific to the post</li> <li>• A full working knowledge of relevant legislation in relation to the post</li> <li>• An understanding of recruitment and selection procedures in relation to the</li> </ul>



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	<p>deployment of other Family Support Workers within the school and contribution to their induction</p> <ul style="list-style-type: none"> <li>• An understanding of current issues in Safeguarding, Child Protection and Attendance in general</li> </ul>
<p><b>Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>• To devise and implement action plans to support for individual pupils</li> <li>• To plan support packages for use by themselves and other in support of vulnerable pupils</li> <li>• Excellent communication skills – ability to draft and present verbal and written reports to a range of audiences</li> <li>• To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families and carers</li> <li>• To identify and set targets for the development for individual pupils</li> <li>• To work effectively with teachers and senior managers within the school</li> <li>• To work effectively and network with a wide range of support services</li> <li>• To develop productive and supportive relationships with young people</li> <li>• Very good IT skills including the ability to utilise word processing, power point outlook, the Internet, the school IT system and other packages as appropriate</li> <li>• To work with minimum supervision</li> <li>• To evaluate own learning needs</li> <li>• To prioritise own workload and meet deadlines/targets as necessary</li> <li>• To lead and motivate a team</li> <li>• To support and advise employees with regard to their professional development</li> <li>• To analyse and respond to a variety of situations and issues, implementing solutions as appropriate</li> <li>• Numeracy skills and the ability to produce and analyse statistical information</li> <li>• Presentation skills – the ability to devise and deliver training sessions</li> </ul>
<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• Individual support for children and young people</li> <li>• Experience of supervising a team and organising and implementing programmes of work</li> <li>• A minimum of 1 year working as a Mentor or equivalent experience in a related area such as education, youth work, health and social work</li> <li>• Experience of delivering training</li> <li>• Evidence of supporting academic provision</li> <li>• Experience of drafting and implementing Action plans in line with school policy</li> </ul>
<p><b>Educational:</b></p>	<ul style="list-style-type: none"> <li>• A relevant qualification in working with children at NVQ2 Level or above or evidence of equivalent experience in a professional environment.</li> <li>• Evidence of training and development undertaken with regard to the role</li> <li>• Willingness to undertake study for to develop the role for the benefit of children in school</li> </ul>



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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Full Driving Licence</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> <li>• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>
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**Date Reviewed:** April 2026

### Differences in Responsibility Levels

Criteria for each role	Level 1 Grade 4	Level 2 Grade 5	Level 3 Grade 6
<b><u>Duties &amp; Responsibilities</u></b>			
One to one working with pupils	√	Some	Limited
School / national initiatives / projects	<b>Support/ Contribute</b>	<b>Help organise &amp; manage</b>	<b>Lead</b>
Supervision	<b>Following instruction/under supervision</b>	<b>Under guidance of line manager</b>	<b>Reporting to SLT</b>
Reports and Action Plans	<b>Individual pupil action plans</b>	<b>Draft action plans/ contribute to reports</b>	<b>Prepare &amp; produce for SLT and implement</b>
Responsibility for employees		<b>Team Briefings support /induction</b>	<b>Line manager</b>
Responsibility for relevant budgets			√
Knowledge of strategies, policies, initiatives, procedures	<b>Awareness /an understanding</b>	<b>An understanding, working knowledge</b>	<b>A good understanding, full working knowledge</b>