



WHITLEY ABBEY PRIMARY SCHOOL

JOB DESCRIPTION

Vacancy Reference No:

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|---------------------|-------------------------------------|---------------------|---|
| Job Title: | Child and Family Support Worker | Job Number: | |
| Directorate: | Children, Learning and Young People | Post Number: | |
| Service: | Schools | Grade: | 4 |
| Location: | Whitley Abbey Primary School | | |

At Whitley Abbey we aim...

- For everyone to be valued, safe and happy.
- To nurture mental and physical health of everyone through our character values of; kindness, honesty, friendship, courage, resilience and gratitude.
- To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.
- To strive to open children's minds to life's possibilities and to promote citizenship amongst our children.
- To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.

'Hand in Hand we Learn'

The role will involve working with parents to enable them to identify, acknowledge and meet their own and their children's needs, develop life skills, make and sustain effective change and reduce vulnerability. You will operate as part of the schools safeguarding team and work effectively within Inclusion and Pastoral Care to identify and support children and families in need of support.

The successful candidate will:-

- * Be passionate about education and improving children's lives
- * Be a friendly, hardworking team player with a passion for making a difference for our children

- * Be able to show initiative
- * Be willing to undertake relevant training to support for children's emerging needs
- * Promote the agreed vision and aims of the school
- * Set an example of personal integrity and professionalism
- * Have a strong belief in the importance of community links
- * Hold a full clean driving licence

Job Purpose

- * To operate as part of the school safeguarding team
- * To work effectively within the team to support Inclusion and Pastoral Care
- * To identify and help students and families in need of support
- * To work as part of the team to improve attendance and punctuality.

Duties and Responsibilities

- * To develop and implement strategies for identifying and supporting students and families in need of support including Young Carers and promoting their engagement
- * To work with the safeguarding team to maintain robust safeguarding systems and ensure regular reviews take place
- * To work in partnership with a range of agencies to ensure that the needs of the students are met, including managing the registration process in facilitating access to agencies and to ensure the support remains for as long as it is necessary
- * To participate fully in any assessment procedures involving children supported by a range of agencies
- * To work as part of the safeguarding team to ensure that there are appropriate support strategies in place for vulnerable students, including school refusers, poor attendees and new arrivals
- * To liaise with the Senior Leadership Team to ensure that a range of support is available in school to meet the needs of identified students including lunchtime clubs/Playground Pals and ensure they are regularly reviewed.
- * To provide pastoral support to vulnerable children by undertaking relevant training and then delivering interventions.
- * To liaise with our cluster schools to support attendance and develop good practice
- * To work as part of the safeguarding team by being a Deputy Designated Safeguarding Lead person
- * To be a liaison person for Child Protection
- * To accurately maintain CPOMs and ensure that the school's safeguarding policy and procedure is followed
- * To develop and maintain an appropriate case file system, to ensure the accuracy of all recorded information and data, and to ensure that the SLT are kept informed and updated of all relevant information and developments in an efficient, effective and timely fashion, as required

- * To work as part of the pastoral care team in accessing HAF, health, childcare and family support services in school, that are inclusive and accessible to all students and their families
- * To undertake outreach work with parents, to provide information, guidance and support on a range of issue and interventions

Other

- * To keep up to date with regards to current issues and research regarding family support and initiatives
- * To attend appropriate conferences, seminars and training events with regard to current issues within, or relevant to, the family support agenda
- * To contribute to the development and preparation of informative materials (eg leaflets, newsletter and information), to families, if appropriate
- * To work as part of the team to organise community events
- * To take part in the development of evaluation strategies and processes, monitoring and parent consultations
- * To ensure all tasks are carried out with due regard to Health & Safety
- * To undertake appropriate professional development including adhering to the principle of performance management
- * To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parent evenings
- * Any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school
- * Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

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 to: The Headteacher and Deputy Headteacher

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SPECIFICATION

PERSON

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| Qualifications & Knowledge: | <ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics, at least equivalent to GCSE Grade 'C' or above • Knowledge and experience of the role of Family Support Worker • To hold a qualification of NVQ Level 3 or higher (or equivalent) • To have knowledge and qualifications relating to the role of Deputy DSL • To have a knowledge and understanding of safeguarding in relation to the education sector |
| Experience: | <ul style="list-style-type: none"> • Must have experience of working with vulnerable people/children in a school setting • Some experience of delivering interventions to vulnerable children would be beneficial • Must have experience of partnership in a school setting and have the skills and ability to build and maintain positive relationship with partners and stakeholders |
| Skills and Abilities: | <ul style="list-style-type: none"> • Strong team working capabilities and ability to liaise and co-ordinate effectively with peers in the area to achieve area objectives • Ability to use language and other communication skills that students can understand and relate to • Ability to establish positive relationships with pupils, parents and staff and empathise with their needs • To be confident at presenting information in variety of situations, including formal training and dealing with feedback and challenges • Ability to work with and apply all school policies, eg behaviour management, child protection, health & safety, equal opportunities etc • Must possess excellent communication skills and be able to communicate in a clear and confident manner both orally and in writing • Be proactive in learning about how best to support and development of vulnerable children • Hold a full clean driving licence as home visits and attendance to meetings is required for this role |
| Personal Qualities | <ul style="list-style-type: none"> • Evidence of and willingness to participate in further training and development opportunities. • Maintain confidentiality on all school matters • Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role • Have good personal organisation |
| Contradictions | <ul style="list-style-type: none"> • Criminal convictions involving offences against children |