



Charter
Primary School

Job Description

Job Title: Family Support Worker	Job Number:
Directorate: People	Post Number:
Service: Schools – Charter Primary	Grade: 6

Job Purpose

On behalf of the Head and Governors and reporting to the Deputy Head:

1. To lead the school's activity in working with our parents and families. The role has primary accountability for all Early Help work and the postholder will liaise with partner agencies
2. To contribute to the school's Learning Mentor provision
3. To be member of the school Safeguarding Team

Duties and Responsibilities

- 1 To report to the Deputy Headteacher on progress and activity around Early Help and work with vulnerable families, and to propose and take appropriate action as agreed.
- 2 To organise and conduct regular team meetings for relevant staff and other agencies around Early Help and vulnerable children/families and to be responsible for producing appropriate agendas and minutes
- 3 To take a significant role in developing and leading the implementation of the school's monitoring and evaluation procedures in work with parents and families and with relevant staff
- 4 To produce Action Plans for work with parents and families 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 good practice in the areas of Early Help and work with vulnerable families across the school including the delivery of training to appropriate members of the school community as necessary
- 8 To prepare and provide written and/or verbal reports, evaluations and action plans for Senior Management Team / Governors / others as appropriate.
- 9 To oversee the professional development of staff work relating to Early Help and vulnerable families
- 10 To undertake training of relevant staff as necessary
- 11 To be a member of the school's Safeguarding Team
- 12 To organise and implement the induction for newly appointed Learning Mentors as needed
- 13 To represent the school, if appropriate to the role, at local and city network meetings
- 14 To carry out specific designated tasks and mentoring activities within the Learning Mentor Team in common with other Learning Mentors, including working with individual/groups of targeted pupils
- 15 To oversee a breakfast club for vulnerable children who are eligible for Pupil Premium funding, and staff as appropriate
- 16 To oversee the quality of lunchtime provision for children in the dining room
- 17 Any other duties and responsibilities within the range for the salary grade.

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: Deputy Headteacher and Headteacher

Person Specification

Job Title:	Family Support Worker		
Department/Directorate:	People		
Division/Section/Group/Team:	Schools	Grade:	6
Location:	Charter Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • A good understanding of the challenges facing young people from a disadvantaged community • A good understanding of mentoring relationships with disadvantaged children A good understanding of the range of agencies and activities that provide support to vulnerable pupils • A full working knowledge of Early Help • A full working knowledge of policies and codes of practice in areas specific to the post • A full working knowledge of relevant legislation in relation to the post • A full working knowledge of national curriculum and other relevant learning programmes • An understanding of recruitment and selection procedures in relation to the deployment of other Learning Mentors within the school and contribution to their induction • An understanding of current issues in Education in general • A full working knowledge of the National Curriculum

Experience:	<ul style="list-style-type: none"> • Individual support for children and young people • Experience of supervising a team and organising and implementing programmes of work • A minimum of 1 year working as a Learning Mentor or equivalent experience in a related area such as education, youth work, health and social work Experience of delivering training • Evidence of supporting Literacy and/or Numeracy provision • Experience of drafting and implementing Action plans in line with school policy
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Educational:	<ul style="list-style-type: none"> • A relevant qualification in working with children at NVQ3 Level or above or evidence of equivalent experience in a professional environment • Learning Mentor Initial Training and Portfolio completed • Evidence of training and development undertaken with regard to the role of Learning Mentor • Willingness to undertake further study relevant to the post
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Skills and Abilities:	<ul style="list-style-type: none"> • To devise and implement action plans for individual pupils • To plan support packages for use by themselves and other in support of literacy and numeracy strategies. • Excellent communication skills – ability to draft and present verbal and written reports to a range of audiences • 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 • To identify and set targets for the development for individual pupils • To work effectively with teachers and senior managers within the school • To work effectively and network with a wide range of support services • To develop productive and supportive relationships with young people • 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 • To work with minimum supervision • To evaluate own learning needs • To prioritise own workload and meet deadlines/targets as necessary
	<ul style="list-style-type: none"> • To lead and motivate a team • To support and advise employees with regard to their professional development • To analyse and respond to a variety of situations and issues, implementing solutions as appropriate • Numeracy skills and the ability to produce and analyse statistical information • Presentation skills – the ability to devise and deliver training sessions

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