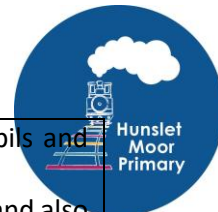


Hunslet Moor Primary School
Job Description – Family Support Worker



Job Title	Family Support Worker
<p>The Purpose of the Role</p>	<p>To significantly contribute the work of the safeguarding and wellbeing team through ensuring as a school, all aspects of KCSIE and the Safeguarding and Child Protection Policy are adhered through the embedding of policy, procedure and practice. Key to this role is engage parents and families to support their children’s full access to educational opportunities in schools and other educational settings; and to work in partnership with other agencies to secure the best outcomes for children.</p>
<p>Key Functions</p>	<p>To carry out, to the highest standards, the duties and accountabilities of a designated safeguarding member of staff. To ensure their practice is in line with the expectations given in the safeguarding and child protection policy and procedure, KCSIE; including working under the direction and supervision of the Designated Safeguarding Lead.</p> <p>There is an expectation of significant contributions to the aims and objectives of the safeguarding and well- being team, these being:</p> <ul style="list-style-type: none"> -Ensuring across school, safeguarding has a high profile and staff are supported in developing their knowledge and understanding in meeting this agenda through assisting in ensuring there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare, well-being and protection of children and support vulnerable families at Hunslet Moor Primary School. -To actively work in partnership with parents/ carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children. To work with other staff to secure good outcomes for disadvantaged families. -As a designated member of staff, under the leadership of the DSL, to contribute to the support and monitoring of vulnerable pupils through acting as a key worker or case holder, which includes group work well- being and welfare sessions; timely record keeping and also preparation of reports and updates; and liaison with other professionals. -To liaise with families, other agencies and schools in order to contribute to the admission and transition of pupils. -To support and challenge families to ensure pupils are engaging well in school. For example, through having good attendance and strong relationships with staff. -To contribute to pupil uptake of opportunities to access extended provision for example, after- school clubs that are in place to extend the curriculum. -To assist in creating opportunities for families to become fully involved in the life of school and local community. -To assist in creating opportunities for parents to engage in workshops and information sessions; and to also signpost to further opportunities and resources in the community. -To assist in promoting the well-being of staff through identifying where staff may need supervision to support them in working with vulnerable pupils. - To act as the school’s Young Carers Champion, taking responsibility for the identification, assessment and support of young carers, working with families, staff and external agencies to ensure young carers are appropriately supported and able to access education and wider opportunities.
<p>Responsible to</p>	<p>Designated Safeguarding Lead and Mental health & Well-being Officer</p>

<p>Main duties and accountabilities -</p> <p>For the purposes of this document, 'parent' indicates all carers with a statutory and/or moral responsibility for the welfare of children and young people.</p>	<p>As a designated member of staff:</p> <p>The post holder will be expected to fulfill the expectations of a designated safeguarding member of staff. These include:</p> <ul style="list-style-type: none"> -Holding caseloads of vulnerable pupils and to act as a Lead Professional/ contribute to Early Help Plans under the responsibility of being a trained Designated Safeguarding member of staff, acting as a caseholder for vulnerable pupils under the direction and supervision of the Designated Safeguarding Lead. -To act as a Designated Safeguarding member of staff, carrying out designated child protection duties underpinned by KCSIE and the Safeguarding and Child Protection Policy. This will include partaking in half termly case supervisions. -To support in the development and implementation of the DfE KSCIE and all Hunslet Moor Primary School's policies and procedures. -To actively promote parents' and families' appreciation of the importance of education and learning. -To participate in self-development, partnership, network programmes and events in order to maintain awareness and knowledge of current local, regional and national progress relevant to the role and to provide such relevant information for partners. -To maintain an excellent understanding of safeguarding procedures and practices and have well-developed assessment skills. -To have a good awareness of integrated tools and processes, and the role of the lead professional, and the team around the child concept. -To understand the importance of support and appropriate challenge and communicate this effectively. -To build effective professional relationships and understand the need for and to maintain boundaries and exercise professional judgment in sometimes complex situations. -To demonstrate assertive behaviour with the ability to empathise with colleagues. - To contribute, attend and participate in Early Help Plan meetings whilst working closely with Designated Safeguarding Lead and Mental health & Well-being Officer when required, some of which may take place out of normal working hours. -To maintain confidentiality at all times. -To liaise and coordinate with colleagues and outside organisations regarding the safeguarding of children and/or acting on child protection concerns and to also support in the coordination and monitoring of all referrals and recommendations with the Designated Safeguarding Lead and Mental health & Well-being Officer. -To role model the importance of a commitment to their own professional development as a designated safeguarding member of staff. -To contribute in identifying any school training needs relating to child protection and Early Help processes, maintaining accurate records of training provided. -To support in the development and implementation of the DfE KSCIE and all Hunslet Moor Primary School's policies and procedures including the undertaking of pastoral duties across the school day. - To identify and support young carers within the school, acting as a key point of contact and advocate, and working with families and external agencies to ensure appropriate Early Help and support plans are in place to meet their needs. <p>As a lead worker for pupil, family support and engagement:</p> <p>The post holder will be expected to fulfill the expectations of a designated safeguarding member of staff. These include:</p> <ul style="list-style-type: none"> -To work directly with parents and pupils in a non- judgmental way in order to break down barriers to children achieving their full achievement.



	<ul style="list-style-type: none"> -To support individual and group well-being and welfare sessions with pupils and parents. -Supporting the admission process and induction of pupils new to the school and also the transition for pupils leaving the school; -To work in partnership with families, schools and other professionals to identify and address early signs of issues in children’s social, emotional, health and/or behavioral development. -To ‘signpost’, or make available to parents, information on local support services. -To work in partnership with stakeholders to identify parent support groups and self-development or parenting classes with the purpose of enhancing family relationships. -To significantly contribute to the planning and delivery of parent classes. -To prepare a termly parental engagement report that will be strategically reviewed by the Designated Safeguarding Lead and Mental Health and Well-being Officer and shared with the Headteacher and Governors. -To monitor pupil uptake of opportunities to access extended provision for example, after-school clubs that are in place to extend the curriculum. -To prepare an annual extended provision update report that will be strategically reviewed by the Head teacher and Designated Safeguarding Lead and Mental Health and Well-being Officer and Governors. -To encourage good relationships and positive dialogue between parents and school to develop mutual respect, understanding and confidence. -To actively promote parents’ and families’ appreciation of the importance of education and learning. -To participate in self-development, partnership, network programmes and events in order to maintain awareness and knowledge of current local, regional and national progress relevant to the role and to provide such relevant information for partners. -To work in partnership with other schools and families to address issues surrounding the young persons’ exclusion or risk of exclusion from school. -To be prepared to conduct home visits, where safe and appropriate, in order to promote good attendance and behaviour at school. -To work in partnership with schools and parents to create action plans to address attendance and/or behaviour issues. -To work in partnership with schools and parents to encourage and ensure proper provision of schoolwork, supervision and reintegration through a period of exclusion. -To work closely with Extended Services to build structured support programmes, with clearly defined responsibilities, to enhance children’s learning at home and school. -To provide support for planned transfer information sessions/events for parents at all key stages of a young person’s statutory education. -To actively engage parents to participate in appropriate self-development and/or parenting programmes to enhance and develop positive family relationships and appreciate the importance of learning and education. -To work in partnership with stakeholders to ensure that the voice of children, young people and parents count in school decision making processes. -To promote and actively contribute parents’ attendance at parents’ evenings and other activities, and positive involvement with governing bodies and parents’ associations.
<p>General duties</p>	<ul style="list-style-type: none"> To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. -To undertake health and safety duties commensurate with the post and/or as detailed in the school’s Health & Safety policy. -To work in accordance to the school’s Single Equality policy.

	- To adhere to all other school policies as outlined in the Staff Handbook.
Salary Grade	C1
Hours of Work	37 hours per week, term time only + 5 additional days. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.
Other Conditions	This is a requirement to submit to an enhanced DBS background check. No smoking policy.

Signature of Headteacher:

Date:

Signature of Postholder:

Date: