



Family Support Worker

Job Description

The Core Purpose

To improve the life outcomes and opportunities for children and their families by providing a range of family support interventions and activities, ensuring that the children are safeguarded at all times.
To provide support to the Safeguarding and Family Support Lead.

Job Context

To deliver targeted individual support for families and carers

To provide advice and signposting to enable families to access universal and targeted services

Job Purpose

- Work preventatively with identified families to provide early intervention, signposting, support and guidance in times of change and stress
- Work directly with children and families, particularly focusing on parenting skills, behavior management, play and practical support
- Work with children who are at risk of exclusion from school supporting them and their families
- To raise attendance level of targeted families
- To work with children's centres, early education providers and secondary schools to support effective transition for vulnerable children and families
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services

KEY ACCOUNTABILITIES AND TASKS

Direct work with children and families

- Develop home / school links, to encourage good communication between school and families
- Help with parenting skills by providing parenting guidance and support either on a one to one basis or to groups
- Provide advice on how to develop and maintain positive discipline at home
- Help improve attendance and late arrivals by monitoring and offering assistance
- Help families to access information and benefits
- Provide practical help and emotional support for families particular at times of crisis
- Organize meetings and drop-ins at appropriate times and venues to support parents' needs
- Support parents' attendance at appointments with outside agencies and follow-up as appropriate
- Engage families in activities which supports children's learning
- Develop opportunities for parenting education
- Act as Lead Professional for children causing concern, in line with the Common Assessment Framework
- Be aware of and adhere to agreed policies and procedures for Child Protection, Safeguarding and lone working

Co-Ordination and liaison with others

- To work closely with the Safeguarding and Family Support Lead
- Liaise regularly with the DSL, Headteacher, SENCO and other nominated staff
- Identify children in need cases, referring to Safeguarding and Family Support Lead for initial assessment where appropriate
- Promote healthy living by liaising with school health workers and ensuring family appointments are kept
- Develop links with agencies that provide and promote learning opportunities for parents and carers
- Attend multi-agency Team around the Family and core group meetings to discuss referrals and agree a work plan as requested

Reporting, Monitoring and Evaluation

- Keep clear and accurate records of meetings and contact, including actions taken
- Ensure all work with children and families is accurately documented, is maintained to a high standard and is always up to date
- Under the direction of the Safeguarding and Family Support Lead, monitor and evaluate the effectiveness and impact of the work undertaken, providing reports as required
- Work creatively to develop new areas of support which meets the needs of our changing population

General

- To develop a whole school knowledge and understanding of how to support pupils at risk
- Attend meetings and run groups as required
- Maintain an up to date knowledge and awareness of current legislation related to the role
- Ensure the school's equal opportunities policy is applied in all areas of work undertaken
- To take responsibility for personal development attending training as required

FAMILY SUPPORT WORKER

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties of the job description. Short listing is undertaken based on how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked to undertake practical task to cover the skills and abilities shown below. You will be asked to provide evidence of your qualifications. Original documents only will be accepted.

Priority	Please note that this indicates
1	An essential requirement of the post
2	A desired requirement of the post

Qualifications and / or Experience		
1.	Relevant childcare, education, social care or health qualification or equivalent to at least NVQ Level 3 and/or considerable experience.	1
2.	Training in facilitating parenting groups	2
3.	Training in community work, counseling or similar	2
4.	Understanding of child safeguarding including up to date current practice through updates and refresher training	1
Essential Experience		
5.	Working with families and/or delivering effective support for families	1
6.	Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services.	1
7.	Able to set up and deliver programmes of family support work including group work and community activities.	1
Knowledge, Skills and Abilities		
8.	Ability to work flexibly and supportively with parents and carers	1
9.	Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers.	1
10.	Good interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups	1
11.	Ability to work with children and families in a variety of settings within school, at home or in the community	1
12.	Knowledge of statutory services available to families	1
13.	Ability to take responsibility and work on initiative within set boundaries	1
14.	Be reliable and trustworthy able to use judgment in receiving and dealing with sensitive information.	1
15.	Excellent oral and written communication skills including a sensitive approach to children and adults	1
16.	Ability to keep clear accurate records	1
17.	Be a confident and skilled user of ICT – able to support children and parents.	1
18.	Excellent organisational and time management skills	1
19.	Be tactful, diplomatic and sensitive with a good sense of humour	1
20.	Able and willing to speak confidently to a range of audiences	1
Other Requirements		
21.	Commitment to self-development and willingness to undertake further training	1

22.	Full enhanced DBS clearance	1
23.	Current driving license and use of a car	2