

JOB DESCRIPTION

Family Worker

Salary:	SO2 Point 32-34
Contract Type:	Full Time
Contract Term:	Permanent
Hours:	37 hours, Term Time + 2 weeks
Responsible to:	Designated Safeguarding Lead, Principal and Governors
Key Relationships:	Parents/Carers, students, all staff including Senior Leadership team, social care, MASH hub, and the Local Authority.

JOB PURPOSE

The role of the Family Worker (Early Intervention) is to provide a mixture of individual and group interventions with parents, carers, children and young people with additional needs up to the thresholds for social care involvement to improve outcomes for children and families

As part of the Safeguarding Team, to work in partnership with parents to strengthen parental capacity and family relationships to ensure that children are attending school regularly. To increase parental engagement in their school and local community.

To work closely with the Local Authority to ensure procedures for educational penalty notices are robust and met in a timely fashion.

PRINCIPAL ACCOUNTABILITIES

Supporting Families

- Engaging with families and developing and maintaining a supportive and empowering relationship founded on mutual respect, trust and the strengths of families
- To promote and facilitate parental understanding of a child's educational needs and the impact poor attendance and punctuality has on their education.
- To improve levels of attendance across the school and reduce persistent absenteeism and lateness.
- To maintain a caseload of families where attendance is a concern, initiating home visits providing individual support and group interventions as part of the family action plan.
- To develop a consistent and positive approach to parenting aimed at addressing attendance and overcoming challenges. To work in partnership with parents to encourage independence and self-reliance.
- To act as the first point of contact with parents in the morning for children that are late to school. Implement action plans and follow up accordingly with home visits.
- Use persistent and proactive interventions when working with parents to enable positive changes in their lives
- To work directly with children developing positive relationships and signpost to appropriate support to address a range of needs including disruptive and challenging behaviour.
- To liaise with outside agencies including children's social care when appropriate.

Delivering Group Work

- To promote good attendance providing a mixture of targeted group work, workshops and courses for parents/carers including evidenced based parenting programmes.
- When appropriate to do so provide group work and courses for children.

Enabling Involvement and Participation

- Encourage families to engage in school activities
- Enable referrals to specialist and other services for individuals within the families in accordance with school policies and procedures.
- To work in partnership with a variety of agencies to support families with an emphasis on supporting those families that find it difficult to engage with services
- To particularly ensure services are accessible to parents with additional needs, or disabled children and that they are supported to access community services and activities.
- To arrange Attendance Panels with The Participation Team, where necessary, and to make referrals to the team for penalty charge notices.

Family Focused Attendance Assessment

- Make home visits as appropriate to challenge absence to bring pupils in to school ensuring that notes are formally taken of any conversations and actions.
- To undertake family focused attendance assessment and contract at the outset of any involvement
- To engage with families fully through identifying goals, assessing options and reviewing outcomes of attendance contract
- Participate in Team around the Family (TAF) meetings, Early Help Assessment (EHA) referrals and referrals for attendance to The Participation Team at the local authority and undertake the role of the lead professional.

Other duties and responsibilities

- To secure 96% attendance or above for all children throughout the school.
- To regularly analyse attendance data providing reports to whole school and SLT. To highlight any concerns and follow up with relevant professionals within the school.
- To promote and manage Attendance Incentive Scheme by issuing rewards such as certificates, prizes and non-uniform day.
- To chair meetings in an active and constructive way when necessary to do so
- To attend social care meetings that fall outside of term time as the representative of the school and ensure information is cascaded to the Safeguarding Team.
- To agree with families how personal information will be used, recorded and shared with others within confidentiality policies
- Operate within policy, legal, ethical and professional boundaries when working with families
- To maintain accurate written and electronic records of any work undertaken and to record appropriate information on both MyConcern and ScholarPack.
- Contribute to service performance management
- To participate in appraisal sessions and team meetings
- To maintain up to date knowledge and skills as required by the role (attendance, and safeguarding legislation.)

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures.