

Job Profile – SCH214 Family Support Worker

The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post.

Postholders should sign up to the form if the duties listed are equivalent to those they are currently required to undertake on a regular basis. Individual job titles may differ from that given on this profile.

Job Title: Family Support Worker

Grade F

Key Purpose of Job

To be a positive advocate for education and openly supportive of the ethos of the school.

To work alongside school staff in supporting parents, children and families in providing early intervention, focussed support, securing a high level of pupil attendance and crisis management as needed.

To be the point of contact in the school for children and families in need of a service and provide immediate support where necessary and undertaking the appropriate referrals process e.g. Common Assessment Framework where needed.

To support the local services agenda to encourage parental involvement in activities to benefit themselves and their families.

To develop personal contacts in order to represent the school at multi-agency meetings and to assist in the decision making process.

To provide training and support programmes for parents and carers.

Key Duties

1. To liaise with school staff on identifying parents and families who are requesting or could benefit from additional family support.
2. To liaise with other agencies who are or could be involved in support of families or individuals.
3. To undertake individual working with families and children either in the school setting or the home as appropriate, including supporting transition across school phases and following up on attendance issues.
4. To carry out an initial assessment, including risk assessments and taking regard to the risk involved in lone working.
5. To implement a focussed programme of intervention and deliver support programmes.

6. To create awareness of the provision of this support service and promote parental engagement, including speaking to groups of parents and carers.
7. To signpost other services, including undertaking the relevant referrals for families to access services through the CAF process, and support parental engagement with a range of services.
8. To maintain accurate and up to date records for monitoring, evaluating and quality assurance purposes.
9. To work with other support staff to analyse data in order to provide senior staff and governors with patterns and trends in relation to the attendance of particular groups of pupils.
10. To participate in and contribute to support networks for Family Support Worker team meetings.
11. Pursue and undertake relevant training and ensure that current issues and social policy are taken into account in the development of the work.
12. To meet regularly with, and carry out duties requested by, the line manager.
13. Adhere to relevant school and local authority policies, having full regard for child protection and safe practice issues and working within local and national policies relating to confidentiality.
14. Operate within good equal opportunities practice by having due regard for and giving respect to each child's and family's racial or ethnic origin, ability, gender, sexual orientation, or material advantage.

General responsibilities

The post holder is responsible to the line manager for his/her duties and responsibilities. The post holder should interact on a professional level with parents, children, other Professionals and colleagues and seek to establish and maintain productive relationships with them in order to maximise the successful running and development of the school.