



Kingsthorpe College

Family Support Worker



Job Description

Line Manager: Designated Safeguarding Lead

Main Purpose

The Family Support Worker role is key to the provision of high quality student welfare and support at the school ensuring that all students' safety and well-being is maintained. Ensuring that young people with social, emotional and behavioural needs are supported or sign posted. The Family Support Worker will work closely with the pastoral team and external agencies developing, implementing and monitoring systems and procedures to improve student welfare.

Main duties and responsibilities

- To work flexibly within the school's administrative and student support teams and be responsive to the school's changing needs.
- To act as support to the nominated Child Protection officer in interviews where appropriate and file and store appropriate Child Protection files for access/referrals/case conferences.
- To attend case conference, Child In Need conferences and multi-agency conferences as appropriate.
- To liaise with other members of the Pastoral Team about any student concerns and to attend meetings as required.
- Work with students with health concerns – support to ensure appropriate attendance at lessons and continuance with learning.
- To assist with the supervision of students during lunchtime.
- To monitor and report on students' attendance, punctuality, and uniform and liaise with parents as appropriate. This includes tracking whole school patterns, identifying specific students and leading on meetings to ensure appropriate actions are in place. Review and improve the impact of attendance and punctuality, and ensuring timely interventions are in place.
- Conduct home visits with another member of staff, as and when required or directed by your line manager.
- To liaise with individual teachers and support staff in relation to the behaviour and learning of individuals and groups of students in the College.
- To maintain student files and archive as necessary.
- To participate in the annual staff review process (performance management) and all other school self-review processes.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments. Organise and lead Early Help Assessments to ensure timely and effective intervention is given to our students. Ensure that actions from the meetings are followed up through to implementation, and to measure the impact of these interventions.
- To liaise with other members of the Pastoral Team about any student concerns and to attend meetings as required.

- Contact parents/carers as necessary to discuss support, care and guidance issues and thereby provide an effective link between home and school.
- Maintain student records regarding interventions and contact with parents via the communication log.
- Maintain and distribute agreed minutes for all meeting of which the College is the lead for.
- Comply to the Safeguarding policy and Keeping Children Safe in Education, when dealing with a safeguarding referral.
- Ensure that students maintain the College uniform policy.
- Contact parents/carers as necessary to discuss support, care and guidance issues and thereby provide an effective link between home and school
- Perform end of the drive, break and lunchtime duties (for the final 15 minutes)
- Liaise with other agencies to support, care and guide students e.g. MASH and CAHMS etc.
- Ensure all confidential record are kept up to date, when reporting safeguarding concerns.
- Comply to the Safeguarding policy and Keeping Children Safe in Education, when dealing with a safeguarding referral.

General

- Display appropriate conduct, behaviour and communication skills when dealing with students and other members of staff, including a commitment to equal opportunities
- Understand students' behavioural, emotional needs, learning difficulties and SEN
- Have experience of working / dealing with other people in order to enable effective interaction with members of staff, parents, students and outside agencies
- Have appropriate IT skills and experience of organising administrative / organisational systems
- Undertake relevant training that will enhance the role within the College
- Work towards ensuring adequate cover for absent colleagues
- Manage the workload on a day to day basis
- Be aware of and adhere to KC procedures for health and safety.

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.