FAMILY SUPPORT WORKER (Part-Time)

JOB DESCRIPTION

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| Line Managed by:  | Associate Headteacher  |
| Line Manager for: | n/a |
| Salary Scale: | NJC Grade 8 (pt range 26-28)£31,548 to £33,291 (pro rata) |
| Hours: | 14.4 hours, 39 weeks per year |
| Annual Leave: | Taken within school closure periods only |
| Contract | Fixed-Term |

**Job Purpose**

To work with staff identifying children and families who may benefit from support and work closely with them to help them engage with the school context and the educational opportunities, including extended services on offer at the school and in the community. To raise attendance rates in the school.

**Specific Duties:**

1. Support parents of children with early signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child’s ability to engage with school and learning.
2. Promote high quality parenting at home by encouraging conversations between parents and their children and promoting authoritative rather than authoritarian discipline.
3. Provide impartial information or referrals to parents about the school and relevant local services available to children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
4. At the request of parents and the school, talk to children experiencing difficulties and convey the voice of the child to parents and school staff.
5. In partnership with parents, identify the need for support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
6. Support parents and their children through transitions to ensure continual engagement with school and learning, giving constructive feedback and coaching.
7. Encourage good relations and effective dialogue between parents and teachers about children’s progress.
8. Ensure parents are confident to engage with their child’s learning by facilitating and arranging family learning opportunities at the school.
9. The delivering of appropriate parenting programmes.
10. Pay close attention to early identification and prevention of poor attendance.
11. Work with parents to identify why their children are not achieving full attendance.
12. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/actions to resolve the situation, working closely with school staff, the child and family.
13. Work closely with the school’s Attendance Officer and, when necessary, the Local Authority Attendance Team.
14. Carry out home visits where appropriate to support parents in encouraging their children to maintain regular attendance.
15. Keep records and all documentation pertaining to meetings/contact with children and young people and their families and write/contribute to reports as required.
16. Conduct reviews and assessment of the effectiveness of the work being carried out, including evaluation of parenting courses by the delegates.
17. Keep informed records of all action taken to improve the attendance of pupils.
18. Participate in internal and cross-organisational working groups as appropriate for exchange of information and best practice.
19. Participate, with other agencies, in the completion of Common Assessment Frameworks (CAFs) for identified pupils and their families.
20. Attend such meetings as may be required to further improve attendance, help to inform other services, or further develop the Family Support Officer role.
21. Keep up to date on the range of agencies working locally in order to maintain knowledge of services to which parents may be signposted.
22. Attend training events and meetings, including network meetings, relevant to the post.
23. Attend supervision and performance management meetings and reviews.
24. Build positive relations with other schools and promote their work to ensure sufficient school and self-referrals.
25. Support children and families to access holiday activities in the community.
26. Provide transition support to the school’s feeder primary schools families.

To undertake other additional reasonable tasks as may be required by the school at the discretion of the Line Manager and Headteacher.