

## Job Description

<b>Academy :</b>	Leeds City Academy
<b>Job Title:</b>	<b>Family Support Worker</b>
<b>Grade:</b>	C3 .19-.22 £24,799 - £26,317 Pro rata
<b>Hours:</b>	37 hours per week. Term time only plus 10 days
<b>Accountable to:</b>	Assistant Principal - Behaviour, Inclusion & Safeguarding

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### Role:

To engage with families from Leeds City Academy and to coordinate and provide family support within the framework of Targeted Services. To provide Leeds City Academy, other services and parents with informal advice and guidance. To coordinate and facilitate Parenting Programmes. To help children, young people and families to overcome barriers and challenges in order to improve future outcomes. To improve outcomes for families against the priorities set out in the Leeds Children and Young People's Plan and the Academy Action Plan i.e. improve levels of NEET, improve attendance, reducing the need for children to be looked after.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.*

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### General Duties and Responsibilities:

- To be responsible for managing a caseload of families who have been identified as needing additional family support.
- Provide an assessment in the form of a Common Internal Record for each family and develop appropriate intervention action plans with the family.
- Work alongside other key agencies to support families referred to the Family Support Worker i.e. Learning Mentors, SENCO, TaMHS Project, Children's Centre Outreach Workers, Attendance Officer, Children's Social Work Service, Health Visitors, Educational Psychologist, Housing, Benefits Office and any other relevant services.
- To seek advice and guidance from Family Intensive Support, MST and Children Social Work Service when working with a challenging family who are not meeting their agreed outcomes to discuss and agree future interventions.

- To offer professional support and encouragement to parents/carers individually, relating to the development and well-being of their children to enable them to remain with their families/carers safely where appropriate.
  - To be able to manage and respond to any changes in the families' circumstances, being particularly aware of the impact of any crisis events that may occur and ensuring all relevant agencies and school(s) are made aware of significant changes.
  - Keep records and appropriate documentation pertaining to any contact and work with children, young people and families. Work with line manager to ensure data recorded demonstrates the impact and outcomes of the work undertaken.
  - Update the Synergy Database with any new information i.e. CAF initiated, referral to Family Intervention Services.
  - To complete monitoring and evaluation paperwork when the case is closed to the Family Support Worker and share information with line manager.
  - To have a commitment to undertake supervision to ensure safe practice and continued professional development.
  - Coordinate and facilitate the delivery of evidence based parenting programmes e.g. Family Caring Trust, Webster Stratton -Incredible Years, ESCAPE - targeting those most in need.
  - To provide school, local services and parents with information, guidance and advice on an informal one off basis.
  - To provide school with up to date contact information of local services/support groups i.e. housing office, benefits office, domestic violence services etc.
  - To signpost parents/carers to the range of universal groups, supports, services and activities on offer, including Library services, out of school activities, web-based information i.e. Family Hub, Breeze, health services, youth services and groups.
  - Ensure integrated processes are embedded into everyday approach with potential to become lead professional for a CAF where involvement with family requires this multi-agency support.
  - Actively promote parent and families' appreciation and participation in self-development, learning and/or parenting programmes through a range of learning activities and education environments.
  - Participate in self-development; attend training, groups/workshops relevant to role to keep up to date with current initiatives, best practice guidance and approaches.
  - Have an awareness and commitment to Leeds City Academy, Children Leeds and Schools core strategies and policies such as Safeguarding and Child Protection, Equal Opportunities, Health and Safety, Lone Working as well as Inclusion and Participation.
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### **Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>		<b>Dated</b>	
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