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| http://www.wainscott.medway.sch.uk/ws_theme_images/logo1.png | Post: **Family Support Worker**  Pay: NJC **C2**  Hours: **37 ½ hour week (with required flexibility, 39 weeks pa pro-rata)**  Reporting to: **Inclusion Lead**  Job role: **The organisation & delivery of high quality pastoral support for our children & families.** |

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| **Key aspects of this role:**   * To be responsible for the organisation and delivery of high quality support for our children & families. * You will work directly and preventively with children and families, to provide early intervention, signposting, support and guidance at times of change and stress. * To improve outcomes for children & families by removing barriers to learning and improving communication and links between school and home. * To work on raising attendance and punctuality of both children and their families. * To be a member of the school’s safeguarding and child protection team. |

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| **Children & families:**   * Identification and referral of ‘children in need’ cases for initial assessment to school’s child protection officers in liaison with school’s safeguarding leads. * Development of appropriate opportunities for parenting education including help with parenting skills by providing parenting guidance and support either on a one to one basis or to groups. * Providing advice on how to develop and maintain positive discipline and support children who are at risk of exclusion from schooling and their families. * To raise attendance levels of targeted pupils, helping to improve attendance and late arrivals by monitoring and offering assistance. * Helping parents to understand the statementing process and other SEN issues. * Helping families to access information and benefits. * Practical help and emotional support for families particular at times of crisis. * Organising meetings and drop-ins at appropriate times and venues to support parents’ needs. * Supporting parents’ attendance at appointments with outside agencies and follow-up as appropriate. * Engaging families in activities which supports children’s learning and work with children centres, early education providers and secondary schools to support effective transitions for vulnerable children and families. * Providing support, counselling and life strategies for children at times of need regarding family, friendship and other issues and worries. * To provide counselling and advice to children and families. * Encouraging and supporting parents and carers to participate fully in the life of the school. |

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| **School:**   * To liaise on a regular basis with Head teacher, Inclusion Manager, other staff and outside agencies. * Keep clear records of meetings and contacts, recording actions completed and to be taken. * To monitor and evaluate the effectiveness of the work and providing reports as required. * To develop a whole school knowledge and understanding of how to support pupils at risk. * To attend meetings, run groups and deliver training as required. * Maintain an up to date knowledge and awareness of current legislation and initiatives related to the role. * Play a full part in the life of the school community including attending school events. * Liaise with other schools, our Inclusion Lead and outside agencies as required to support children and families. * To work within and equal opportunities and anti-discriminatory framework. |

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| **Personal:**   * Demonstrate resilience, resourcefulness, initiative and rigour. * Think creatively and imaginatively to anticipate and solve problems and identify opportunities. * Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Head teacher. * Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues. * Reflect on own practice and keep up to date with new initiatives and be aware of developing trends and practice. |