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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.
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