

## JOB DESCRIPTION

<b>Post title</b>	Family Support Worker	<b>Reporting to</b>	KS4 Pastoral Director, Mental Health and Attendance Lead
<b>Location</b>	Thorns Collegiate Academy	<b>Grade</b>	Grade C SCP 5 – 8
<b>Contract type</b>	Permanent	<b>Hours of work</b>	Between 2 and 2.5 days a week negotiable, term time + 4 weeks FTE pro rata

### Post Summary

To work in innovative ways to encourage outstanding relationships between parents and the Academy and work directly with children and parents in the community, particularly with the most vulnerable. To help children and their families overcome barriers to learning and supporting them to access amenities or information.

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

### Duties and Responsibilities

- Act as an advocate for young people with the academy/school, parents/carers and other agencies.
- Develop and deliver programmes of activities that enhance learning and promoting lunchtime, after school and holiday programmes.
- To undertake training, networking and professional development as required by the Academy and extended services partnership.
- Develop links with and utilise the resources of the community.
- Maintain confidentiality.
- Signpost or make available information to parents and carers on local support services.
- Work in partnership with Welfare Officers to identify and address absence patterns.
- Promote parent/carers attendance at parents evening and other activities.
- Parent/carer support groups and parenting classes.
- Encourage responsibility for meeting the needs of children.
- Actively promote good relationships between schools and families and encourage participation.

- Monitor and evaluate support programmes for parents/carers.
- To support the safeguarding team as a deputy DSL working closely with the DSL, Safeguarding officers and Deputy DSL team
- To offer emotional and practical support to parents and their families, in their own homes and in the community.
- To offer a whole family / family centred approach to families with complex needs and who are identified as those requiring early help
- To build a trusting relationship with the families and young people to help alleviate or break their social isolation and increase capacity.
- To build up knowledge and understanding of local resources and community and statutory services, including Mental Health Teams, Social Services, Health, CAMHS, schools and voluntary services, and communicate effectively with them in the best interests of the child and family.
- To work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of the work.
- To help plan creative and innovative responses to families' needs and keep high quality records and assists with the preparation of reports.
- To attend conferences, review meetings, supervision and training sessions as required.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to

the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.