

**Job Description**  
**Family Support Worker**

Hours of work 21 hours per week. Term time with additional 2 days  
Scale point 6

**Prime Objectives of the Post**

To provide co-ordinated intervention/support for identified pupils and families:

- through the Continuum of need
- on the Vulnerable Pupils' Audit
- the SEND register
- via the community
- through a range of external agencies (particularly care services and police)

**Responsible to**

Cluster Head Teachers

**Core responsibilities**

- To undertake Designated Safeguarding Lead (DSL) duties.
- To work as part of a cluster wide team
- Attend regular meetings with core staff.
- Liaise with agencies to promote positive transition into and between schools.
- Work directly with children and young people to ensure that assessments and interventions are timely and appropriate with a child's safety and contribute to the promotion of improved outcomes for individuals, families, carers and groups from diverse and disadvantaged families.
- To undertake assessment of individuals and families in accordance with agreed statutory and schools procedures, producing reports to support referrals
- Devise and implement support plans which relate to the assessed needs of individuals and their families.
- To follow the schools safeguarding framework, to make enquiries, investigate and manage risks where children have experienced or are likely to experience significant harm.
- Use management information systems, keeping them up to date and able to provide concise and accurate information about circumstance and plans within the requirements of GDPR.
- Be compliant with relevant governance, policy and procedures and participate in training and development to ensure up to date knowledge, skills and continued professional development.

To fulfil any other duties which may be necessary, to liaise with Head Teacher and School Based Social Worker

Signed: ..... Post Holder

Signed: ..... Head Teacher

1 September 2021

## Person Specification

Attributes	Essential	Desirable	How Identified
<p style="text-align: center;"><b>KNOWLEDGE &amp; SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)</b></p>	<p><b>Background in supporting vulnerable families and children</b></p> <p><b>Evidence of relevant training and qualifications</b></p> <p><b>Clear understanding of Child protection expectations in a school environment</b></p>	<p>Knowledge of working with CPOMS/SIMs/Microsoft Office Emails/Teams</p> <p>Appropriate social work qualification (BSc, BA, MA, DipSW, CQSW, or equivalent)</p>	<p><i>Application Form</i></p> <p><i>Interview</i></p> <p><i>References</i></p>
<p style="text-align: center;"><b>SPECIALIST KNOWLEDGE</b></p>	<p>Awareness of the broad range of factors that impact on pupils and families e.g. drugs, alcohol domestic violence.</p> <p>Understanding of the roles and responsibilities of statutory and voluntary agencies.</p> <p>Effective use of IT systems including Microsoft Office, Email/Teams.</p> <p>Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting.</p> <p>Demonstrate an understanding of the importance of confidentiality and the needs and wishes of pupils and families as appropriate.</p> <p>Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people. Demonstrate an understanding of diversity issues within local communities.</p> <p>Report writing and communications skills.</p> <p>Ability to work and engage with pupils and use their views to inform assessments, plans and interventions.</p>	<p>Of the range of services available to Service users, families and carers.</p> <p>Knowledge of working with CPOMS/SIMs</p>	<p><i>Application Form</i></p> <p><i>Interview</i></p> <p><i>Certificates</i></p>
<p style="text-align: center;"><b>EXPERIENCE</b></p>	<p>Of implementing a person centred/child focused approach. Demonstrate creativity in tackling and solving problems.</p> <p>Of using initiative and a commitment to developing services.</p>	<p>Of working with a wide range of Service user groups.</p>	<p><i>Application Form</i></p> <p><i>Interview</i></p> <p><i>Certificates</i></p>

	<p>Use of reflective practice techniques to critically analyse information to inform decision making and planning.</p> <p>Producing written records and reports to a high standard for a variety of purposes with language suited to function.</p> <p>Application of information gathering skills to make and contribute to assessments.</p> <p>Of using supervision effectively.</p> <p>Have experience of working in an education/ child support setting.</p> <p>Experience of devising, implementing, and reviewing support plans.</p>		
<p><b>PRACTICAL/ INTELLECTUAL SKILLS</b></p>	<p>Able to effectively plan, manage, prioritise and evaluate work with pupils, families and colleagues.</p> <p>Ability to plan, prioritise and time manage own workload.</p> <p>Able to communicate and pass information effectively, accurately and concisely with a range of partners, pupils, families and colleagues.</p> <p>Able to engage pupils, families and external partners.</p> <p>Able to identify appropriate interventions in order to promote positive change.</p> <p>Ability to devise and implement service and support plans.</p> <p>Ability to assess the needs of and work with individuals and groups using a child/person-centred approach.</p> <p>Ability to maintain accurate records, assessments following policy and procedure.</p> <p>Able to record, evidence and communicate using technology.</p>	<p>Full driving licence, current and valid.</p>	<p><i>Application Form Interview</i></p>

	<p>Able to exercise individual judgement, assess risk and consult where and when appropriate.</p> <p>Ability to make proactive use of supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.</p> <p>Ability to chair routine or less complex meetings.</p>		
<p><b>CIRCUMSTANCES/ ATTITUDE</b></p>	<p>Take responsibility for improving practice through CPD.</p> <p>Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice.</p> <p>To carry out all duties having regards to an employee's responsibility under the LA/School Health &amp; Safety policies.</p> <p>Friendly and approachable.</p> <p>Ability to make decisions.</p> <p>Ability to work well under pressure.</p> <p>Seek advice and support when necessary.</p> <p>Able to adapt to change.</p> <p>Able to work closely with colleagues and children.</p> <p>Be flexible with working hours if necessary.</p> <p>Clear DBS check.</p>		<p><i>Application Form</i></p> <p><i>Interview</i></p> <p><i>Certificates</i></p> <p><i>References</i></p>