



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Child and Family Welfare Officer (Westoe Crown Primary)

**GRADE:** Band 5

**RESPONSIBLE TO:** School Operations Manager

#### Overall Objectives of the Post:

Working under guidance, to manage a caseload working in partnership with parents, carers, school staff, other professionals and young people and their families and provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. To assist the school in meeting their obligations and targets in relation to school attendance. To contribute to evaluation, monitoring and performance management to bring about community cohesion, improved well-being and opportunity for better life chances.

To deliver and evaluate the effectiveness of Parenting Early Intervention Programmes for parents/carers of children and young people aged 4-11, EIP, Strengthening Families and Strengthening Communities and Positive Parenting Programmes to local families and community members. To be responsible for the co-ordination and delivery of family learning activities.

The post holder will be named as one of the Deputy Designated Child Protection Officers and contribute to child protection/child in need plans, Early Help assessments, Personal Education Plans and parenting assessments.

#### Key Tasks of the Post:

**1. *You will provide support and intervention to parents, carers, pupils and families. You will:***

- Provide pastoral support to pupils. Develop 1:1 or small group mentoring arrangements with pupils and provide support for distressed pupils and evaluate outcomes.
- Be sensitive to the needs of individuals, taking account of diversity issues such as age, language, gender, sexual orientation, race and disability.
- Encourage interaction and co-operation with other agencies and full engagement in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Deliver evidence based Parenting Early Intervention Programmes.
- Support the role of parents in pupils' learning through family learning activities by devising and implementing programmes for work with children and their families, considering their identified needs.
- Ensure case records are maintained in accordance with the data protection act and departmental policy and procedures.

**2. *To work with parents, carers, children and families within the community and family home. You will:***

- Attend and contribute at meetings with family members and professionals working in partnership.
- Work to an agreed plan.
- Complete Parenting Contracts where appropriate, liaising with the relevant agencies.
- Contribute to the process for the application for a Residency Order.
- Carry out and contribute to risk assessments, attending MAPPA meetings, Child Protection Conferences and Reviews, safeguarding meetings etc. where necessary. Contribute to parenting assessments, Early Help assessments and to take on the role of lead professional.
- Record and assess all sessions and contribute to the overall monitoring and evaluation of the services provided.
- Ensure that appropriate information is shared with relevant people and report back to the Senior Leadership Team/SENCo.
- As required, provide written assessments of work undertaken with parents, carers, children and families and prepare and present the reports to appropriate arenas.
- Be aware of appropriate signposting procedures and agencies that can support the parenting interventions.
- Support parents/carers to attend medical appointments etc. when necessary.
- Establish reasons for non-attendance/lack of punctuality, making assessments and support with appropriate strategies and agree a plan for returning to school within specified timescales. Ensure parents are clear about their responsibilities regarding attendance.
- Liaise with feeder schools and other relevant bodies to gather/share pupil information.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Assist in the development, implementation, monitoring and tracking of systems relating to attendance, punctuality and integration.
- Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making initial contact with parents, sending out letters and scheduling meetings with parents.

**3. *To support for the school through management responsibilities. You will:***

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, behaviour and attendance; reporting concerns and making referrals where appropriate.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend and participate in regular meetings including leading regular attendance meetings. To initiate appropriate actions to ensure school carries out its statutory responsibility requesting issue of Penalty Notices where necessary.

- Attend all Child Protection/Child in Need planning/review meetings, case conferences, care team/core group meetings, strategy meetings and transition meetings.
- Undertake Early Help assessments/take on role of Lead Professional where appropriate.
- Undertake outreach duties to support families of vulnerable pupils.
- Maintain all records for vulnerable groups.
- Liaise between parents/carers/ other agencies/managers/teaching staff and Teaching Assistants.
- Provide support and advice to parents and carers.
- Represent staff at management/other appropriate meetings.
- Contribute to school self-evaluation through regular monitoring and evaluation of standards within safeguarding, behaviour and attendance of pupils.
- Liaise with the senior management team/SENCO in relation to vulnerable pupils.
- Ensure regular supervision is received, take responsibility for personal development to maintain an up-to-date awareness of legislation and practice issues and deliver training relevant to post.
- Work as a supportive team member and as an individual.
- Be accountable for case management.
- Work on a flexible basis to enable the service to run effectively.

**4. *To contribute to Performance Management and Information Systems. You will:***

- Contribute to the monitoring and evaluation of parenting interventions providing feedback in both quantitative and qualitative forms such as numbers of parents successfully completing a programme of support and case studies with satisfaction questionnaires.
- Keep all electronic and paper records up-to-date in an orderly format including audit trail for monitoring initial concerns to tracking outcomes.
- Explore ways to reduce barriers to successful engagement/completion of a parenting intervention and be inventive and resourceful in harnessing support from other agencies to increase the number of successful outcomes for children and families.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CH/KDS

Date: 14/06/2019