

FALLA PARK COMMUNITY PRIMARY SCHOOL

JOB PROFILE

FAMILY SUPPORT WORKER **GRADE F**

37 hours per week (Term Time Only)

Line Manager: Head Teacher

Job Purpose

The purpose of the role is to support the Head Teacher, staff and Governors in providing a holistic approach to the welfare of children and their families and to ensure children achieve their potential within the education setting and access social opportunities.

This job is term time only; however, there may be an odd occasion when you are required to work during school holidays. Additional holidays would be allocated, in agreement with the Head Teacher, to compensate for this.

The key roles of the post will include:

1. Identifying indicators of potential family/child need for support or vulnerability by:
 - a. Monitoring attendance;
 - b. Following up concerns from staff in school such as changes in a child's presentation at school
 - c. Working alongside other professionals
2. Liaise with the Head Teacher and Senior Leadership Team to consider suitable approaches with parents/carers to give practical, personal and emotional support to enable children and their families to meet their potential. To promote health, physical, emotional and social development by:
 - a. Contacting parents/carers either by telephone or in person
 - b. Initiating a CAF if appropriate
 - c. Acting as Lead Practitioner if TAF approach is necessary
 - d. Sign posting parents/carers to appropriate services
3. Share any child protection concerns with the Head Teacher (Safeguarding Lead):
 - a. Assist the Head Teacher in the preparation and sending of Referral and Assessment forms to Children's Services
 - b. Where appropriate, support the Head Teacher referral and assessment proceedings.
4. To represent the school in all multi-agency meetings e.g Child Protection Conferences, Child in Need Reviews, LAC Reviews, TAFs, and where appropriate Statement Reviews and Single Plan Action Planning Meetings.
5. To attend Initial Child Protection Conferences with Head Teacher to ensure continuity.

6. Act as the initial point of contact for families actively seeking support, such as via annual review process and sign post services if appropriate.
7. Liaise with teachers, teaching assistants and the Senior Leadership Team, as appropriate to compile reports for Child Protection Conferences and other meetings.
8. Liaise with other professionals, agencies and colleagues involved to ensure assessed needs are met within the agreed plans for the child and their carers. Following up actions to ensure deadlines and timescales are met.
9. Monitor attendance alongside the office staff and liaise with the Senior Leadership Team to develop action plans.
10. To keep up to date with resources and support services available and research good practice in the family support field and attend up-to-date and appropriate training.
11. Establish and maintain good working relationships with parents/carers, pupils and multi-disciplinary colleagues.
12. Support the Inclusion Leader with Annual Statement Reviews and Single Plan Action Planning Meetings.
13. To work with and provide support to the children and their families either at school or in the family home, in groups or individually, to address identified issues
14. Maintain record keeping in accordance with the policies and procedures in place in school.
15. Other responsibilities allocated which are appropriate to the grade of the post.

Signed

Head Teacher

Date