

Mere Green Primary School

Family Support Worker Job Description

Core Purpose: To improve the life outcomes and opportunities for the children and their families of Mere Green Primary School. This will be done by providing a range of family support interventions and activities.

Job Context:

- To work as part of the pastoral team at Mere Green Primary School to deliver universal provision of parenting-skills and focused family support.
- To develop the social, emotional and health development of pupils at the school and for their families.
- To give targeted individual support to families and carers.
- To provide advice and signposting to enable families to access universal and targeted services.

Job Purpose:

- Working preventatively with identified families to support early intervention by signposting support and guidance in times of change and stress.
- Work directly with children and families; individually and in groups to provide practical support, advice and guidance around a range of issues.
- Work with children who are at risk of exclusion from school by supporting them and their families.
- To raise the attendance and punctuality levels of targeted children.
- To work with other educational providers to support effective transition for vulnerable children and families.
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.
- Support the professional development of staff within the pastoral team and wider whole school team.

Key responsibilities

Direct work with children and families:

- Develop home/school links to encourage good communication between the school and families.
- Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops.

- Providing advice on how to develop and maintain positive discipline.
- To have specific responsibility for attendance across the school.
- To work within the 'Spotlight for Attendance' programme to improve attendance rates across the school.
- Support parents to have an understanding of the EHCP process and other SEND issues through liaison with the SENDCo.
- Support families to access information and benefits.
- Practical help and emotional support for families particularly at times of crisis.
- Organising meetings and drop-ins at appropriate times with relevant children and families.
- Engaging families in activities which supports children's learning.
- Development of appropriate opportunities for parenting education.
- To have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding and lone working.
- To be a DSL.

Coordination and liaison with others:

- To liaise on a regular basis with the senior leadership team and appropriate staff to share and report information.
- Identification and appropriate referral of children in need cases for initial assessment to schools designating safeguarding lead.
- To be responsible for creating early help assessments.
- To make referrals to the Children's Advice and Support Services in order to safeguard children.
- To carry out early help assessments and to lead on family plan meetings
- To be responsible for carrying out the appropriate actions following assessments/meetings
- Promoting healthy living by liaison with schools health workers/school nurse and ensuring appointments are kept.
- Developing links with agencies that provide and promote learning opportunities for parents and carers to attend multi agency team around the family and core group meetings. Furthermore, to discuss referrals and agree a work plan as requested.
- Keep careful and high-quality records of meetings and contacts recording actions to be taken.
- To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up-to-date.
- To monitor and evaluate the effectiveness of the work and providing reports as required.
- To identify needs and advocate the development of new work in the area to meet these needs.

General:

- To develop a whole school knowledge and understanding of how to support pupils at risk.
- To attend meetings and deliver training as required.
- Maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.
- To work within equal opportunities and anti-discriminatory frameworks.
- To take responsibility for own learning and professional development and to attend training as required.