



Oxhey Wood Primary School

Oxhey Drive
Watford
Hertfordshire
WD19 7SL

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Headteacher: Mrs J. Morley
Deputy Headteacher: Mrs M. Caplan

Job Title: Family Support Worker and Learning Mentor
Grade: H5/6 (Depending on experience)
Term time only - plus 5 weeks and INSET days
Working hours: Monday to Friday 8am - 4pm.
(Flexibility needed - there may be occasions when support for the needs of families to be before or after school)
Reports to: Head teacher and SENCo

PURPOSE OF THE JOB

- To deliver support, advice and provide information to families
- To sign post and deliver interventions to support families within the home.
- To work in conjunction with the SENCo and pastoral team to provide a holistic approach with offering support to families and children.
- To deliver pastoral interventions in school to identified groups or individual children
- To be one of our team of DSL's.
- To liaise with HABS our external family support service

MAIN AREAS OF RESPONSIBILITY

- Attend meetings as required.
- Take the lead on all aspects of family support (any relevant work relevant to the family's needs) incorporating all members of the family (family charter, expectations etc)
- Complete baseline assessments based on family situation.
- Support families with routines, food, boundaries, behaviour support, choices and consequences etc.
- Provide resources to support the family with their individual needs (charts, schedules, social stories, signposting information etc.)
- To attend relevant CP/CIN/TAF/CLA meetings and report back using CPOMS.
- Complete logs of meetings/ visits etc – adhering to confidentiality procedures.
- Liaise with others regarding family support plan i.e., school staff as needed.
- Liaise with relevant agencies if previously involved with the family – SWHP, IFFSTs, CAMHS, PALMS.
- Run support sessions for families regarding generic support
- Lead family support across the provision
- Deliver pastoral interventions in school



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Oxhey Wood Primary School is a business name of Agora Learning Partnership, a charitable company limited by guarantee registered in England and Wales under company registration number 10290954 at registered address The Orchard Primary School, Gammons Lane, Watford, Herts, WD24 5LW.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary to widen and extend the service provision

EQUAL OPPORTUNITIES

Oxhey Wood is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of both organisations to ensure that every individual that we come into contact with is treated with dignity and respect.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

ONLINE CHECKS

Oxhey Wood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2023).

CRIMINAL RECORDS BUREAU (DBS)

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.



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