

JOB DESCRIPTION

Employment Details

Job Title	Family Support Worker
Reports to	Principal
Salary Band	WHF NJC M

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

The role of the Family Support Advisor is to reduce underachievement by working in partnership with families, parents, carers and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation.

The focus of the Family Support Advisor role is on targeted prevention and early intervention, providing support to all families, including those with children or young people with additional needs.

Responsibilities

Parenting support and information

- To undertake the common assessment to identify the strengths and needs of a family and provide targeted intervention including where appropriate the role of lead professional. This may include attending Team Around the Child meetings
- Deliver 1:1 support to parents and families at home and increase the parenting capacity of parents and carers in bringing up their children
- Provide impartial information and advice to parents about the school and relevant local services
- At the request of parents and the school, talk to children experiencing difficulties and convey the voice of the child to parents and school staff
- Identify, in partnership with parents, their needs for parenting support groups or parenting classes
- Support parents of children and young people experiencing difficulties with 1:1 work and group work where children have more than one vulnerability factor as outlined in the Common Assessment Procedures for Swindon:
- Work with families in groups delivering locally agreed evidence-based parenting programmes and other group based interventions as appropriate including 'Working Together'

Work with schools to help them provide information to families:

- Support parents and their children through transitions to ensure continual engagement with school and learning
- Promote attendance and effective dialogue at parents' evenings
- Information about school policies and home school links
- How parents can help their children to sustain interest in schoolwork

- Work with hard to reach parents
- Provide information about all services available to support parents and families, in line with the information strategy commissioned by the Children and Young People's Strategic Partnership and the directory of services maintained by the Parent Partnership Service. Contribute information to that directory about local services not listed
- Be available to support parents who have concerns about any early signs of social, emotional, learning, health or behavioural issues in their children, and link with school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning
- Provide continuity of support into more specialised services when necessary, and support parents who have received specialist support to embed their understanding into everyday parenting practice
- Participate in case work supervision sessions with the Family Support Manager and training as agreed with the Principal and the Family Support Manager

Additionally:

- Maintain records of meetings/contact with children, young people and their families.
- Assess the effectiveness of the work being carried out including evaluation of parenting courses by the delegates
- Participate in internal and cross organisation working groups.
- Attend such meetings as may be required to further improve attendance.
- Keep an up to date knowledge of the range of services and parenting programmes/interventions available locally that parents might be signposted to.
- Keep up to date knowledge of best practice guidance and research in relation to parenting support interventions
- Attend relevant training courses
- Any other duties and responsibilities within the range of the salary grade
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE grade C or equivalent NVQ Level 3 or equivalent/relevant extensive experience in working with children and young people or parents 	

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Substantial experience of working with parents Knowledge of the social and emotional factors that affect a child's capacity to learn Experience within the field of education, social services/welfare or the voluntary sector Excellent communication skills to relate well with a variety of users including Students and adults, Principals, Governors, Parents/ guardians, Visitors to the school, Colleagues Relate to young people and adults in an empathetic manner Good written and oral communication skills Communicate effectively – face to face or by telephone, with children/parents/principals/ social workers etc Prioritise workloads and work to deadlines Work as part of a team and use own initiative when required Work flexibly and manage own time to best effect Working within procedures, using initiative, but referring more complex problems to the line manager Deal with difficult situations and/or individuals in a calm, fair but effective manner 	<ul style="list-style-type: none"> Knowledge of available support services and referral routes Working knowledge of the government change agenda Awareness of the legislation affecting school attendance requirements Experience and understanding of children within their family context Demonstrable experience of delivering individual or group based support

Specialist Knowledge

Essential	Desirable

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.

- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.