**Family Support Worker**

Pay grade: C3

Pay scale level: 19-22

Hours: 3 days per week- term time only + 6 training days

Hours of work: To be decided on appointment

Responsible to: Assistant Head Pastoral SENCO/Pupil Welfare Team Leader

Welcome to our school,

Broomfield SILC is a generic special school for pupils aged 2 to 19 years with 3 sites: our main site and 2 partnership sites at Windmill Primary, Rodillian Secondary and our new Post-16 partnership site at the White Rose Business Park called Future Steps. The SILC is based in the South of Leeds and caters for a wide range of needs from moderate learning difficulties; severe learning difficulties; complex and multiple learning needs; Autism and social and emotional and mental health needs. Some students have additional needs – physical; medical; speech and language; visual, hearing or sensory impairment.   We are a very popular choice for parents and carers and currently have 228 pupils on roll.

Broomfield secured a ‘Good’ Ofsted in March 2023 where inspectors commented that leaders have ‘**high ambitions**’ and ‘**high aspirations for all pupils**’ and that ‘**staff are proud to work in our school**’. I am very proud of our school community where staff are committed to supporting young people to fulfil their potential and prepare them fully for their future, particularly focusing on communication, independence, and emotional regulation.

We are looking to appoint an enthusiastic, motivational and creative Family Support Worker to join our dedicated team at this exciting time in the life of the school. You will be based at our Post 16 Future Steps partnership at the White Rose Business Park. Broomfield greatly values the work of our Family Support Workers and the vital contributions they make to the school in developing the life chances and opportunities of our pupils and young people.

We are looking for a Family Support Worker who wants to make a real difference to the lives of our pupils to guide their learning and maximise their progress in all areas of school life.

The successful candidate will have the following qualities:

* Excellent literacy and numeracy skills, to at least Level 2 (GCSE grade A-C or equivalent).
* Secure Knowledge of Microsoft software packages.
* ICT
* Positive attitude
* Enthusiasm
* Able to work effectively in a team
* Able to use initiative
* Willingness to learn, reflect and share effective practice with others

 In return we can offer:

* Working with the most inspirational pupils who are respectful, creative and resilient
* The support of a professional, knowledgeable and inclusive staff team
* A comprehensive CPD programme with potential for career development
* An opportunity to be an integral part of a young person’s journey and a real sense of achievement
* A workplace that listens to all staff and values their skillset and contribution

Kathryn Bryan

Headteacher

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details and recruitment pack please contact Broomfield South SILC by email [broomfield@broomfieldschool.org.uk](mailto:broomfield@broomfieldschool.org.uk) visit our website; [www.broomfieldschool.org.uk](http://www.broomfieldschool.org.uk)

or by telephoning Lucy Aleksic on 0113 277 1603 ext. 212

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

**Role:**

**Role;**

**Target interventions with the most vulnerable families will include a range of multi-faceted issues such as:**

* Children/adults with behavioural issues and/or poor attendance at school
* Children and adults requiring mental health support
* Children at risk of being the subject of a Child Protection Plan
* Children who are at risk of being NEET on leaving a SILC
* Work in an integrated way across multi-agency and multi–disciplinary boundaries making a significant contribution to the support being offered to families.
* Be a member of the designated safeguarding team

**Develop and Implement Plans**

* Manage a caseload of vulnerable families needing a targeted response;
* Engage with families in a positive, respectful and responsive manner to enable them to gain the most from the support being offered.
* Undertake holistic assessments to develop a plan that meets a family’s needs and supports them to access appropriate interventions.
* Through collaboration with lead on the implementation of Early Help including initiating Early Help Assessments (EHA), undertaking family assessments when required and as Lead Professional, motivate and direct the Team around the Family.
* Offer a range of strategies to empower families to overcome challenges associated with attendance at school, social, emotional & behavioural difficulties, learning difficulty, physical disability, autism, mental health, anger management, drug & alcohol misuse, domestic violence, financial management and parenting skills.
* Deliver a range of activities with families to address identified needs.
* Actively promote parents’ and families’ appreciation and understanding of the importance of education and learning.
* Lead and deliver evidence-based parenting programmes and other programmes for a wider range of need, working alongside school staff where appropriate to support and build capacity.

**Monitor and Review:**

* Lead on the implementation of Early Help processes to ensure the consistent and transparent monitoring of plans.
* Where appropriate, contribute to the process for planning and reviewing children subject to a Child In Need or Child Protection Plan, as required.
* Maintain high quality records
* Manage and respond to any changes in circumstances, being particularly aware of the impact of any crisis events that may occur and ensuring all relevant agencies are made aware of significant changes.

**Generally:**

* At all times safeguard and promote the well-being of children and young people in line with Leeds Safeguarding Children Board procedures.
* Apply creative and flexible techniques to engage children, young people and families in services to address their need.
* Where required, support the smooth transfer and transition of support packages
* Be a positive role model for practitioners and families.
* Support the consultation with families and evaluation of the services
* Seek opportunities to improve and extend knowledge and take an active interest in children services developments by active participation in a range of activity e.g. team meetings, supervision, appraisal and training opportunities.
* Comply with the requirements of all Leeds City Council policies including actively promoting and supporting policies in relation to Safeguarding, including Child Protection, Health and Safety and Equal Opportunities.
* Assist in the support and professional development of staff, students and volunteers
* To be responsible for safeguarding all pupils and promoting their welfare by adhering to all child protection procedures.
* To undertake other duties commensurate to the post as required

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is subject to change at any time, with prior discussion with the employee, in line with the requirements of the school.

I acknowledge that I have seen and received a copy of the above job description

Name:

Signed: Dated: