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| **East Specialist Inclusive Learning Centre (SILC)**  **John Jamieson School** |

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**Job Description**

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| Job Title: | Family Support Worker & DDSL |
| Pay Band: | C3 Fte £31,067 (Actual salary £27,407.00) |
| Responsible to: | Designated Safeguarding Lead Officer |
| Hours of Work: | 37 hrs per week TTO + 10 days fte |

**Values, Aims and Ethos**

Our ethos and values are at the core of all that we do.

**Aims**

We aim to enhance educational, physical, personal and spiritual development and well-being, by considering the individual needs of all learners in the school environment. By working together as a multi-disciplinary team, the school aims to provide a holistic approach to learning.  
  
**Mission Statement/ Ethos**  
Personalised pathways to successful learning and continuous achievement.  
  
**Core Values**

At the East SILC we believe that ‘Every Day is a Chance to SUCCEED’. We provide a bespoke system that underpins and runs throughout our core values for staff, learners and all stakeholders.

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| S | Support | – | Support and provide opportunities for all learners and staff members to maximise their potential. |
| U | Understanding | – | Understand the individual needs of all our learners. |
| C | Compassion | – | Awareness, kindness and providing positivity for self-worth. |
| C | Commitment | – | Commitment to the learning and growth of all staff through Professional Development and delivering a personalised learning experience for all learners. |
| E | Empathy | – | To understand or feel what another person is experiencing. |
| E | Enjoyment | – | Exciting and meaningful learning and enthusiasm for work. |
| D | Dignity | – | Respecting feelings, cultures and values and treat each other as individuals. We promote the right to feel valued and respected. |

**Role:**

To work under the leadership and guidance of the Designated Safeguarding Lead Officer to engage with families across the East SILC (and Partnerships) to co-ordinate and provide family support within a framework of integrated services, as part of the East SILC Early Help offer. To support the Designated Safeguarding Lead as part of the Safeguarding and Child Protection Team to ensure the welfare of every learner is safeguarded by following the KCSIE policy and protocols and actively promoting attendance with parents/carers.

**Family Support Role**

1. To provide individual support to families within the East SILC who are affected by a range of issues which can include but are not limited to disability, domestic violence, welfare rights and benefits, parenting, transport and safeguarding.
2. To provide support with transport applications, support communication between family, school and transport and, provide evidence where required to fortnightly transport panel meetings.

1. To assess the needs of children and families using Early Help and 6P's formulation models, in order to better understand their needs and provide the most effective support.

1. To take up Family Support referrals and work with parents/carers to identify, understand and meet their children’s needs and promote positive outcomes for their children

1. To open, contribute to and manage Early Help Plans where required and as part of a Team Around the Child. Fulfilling the roles of Lead Professional in Early Help Plans when necessary.

1. To work as part of the wider Family Support Team; attending Team Meetings and picking up caseload as directed by the Designated Safeguarding Lead.
2. To work with families and other agencies to develop and co-ordinate the delivery of a shared support plan (Early Help)

1. To refer families to specialist and other services when appropriate and with consent in accordance with required protocols and monitor family progress and engagement with referred services (Early Help)
2. To facilitate and/or support in the delivery of support programmes/ parenting groups to identified families within the East SILC e.g. parent behaviour workshop (liaising with AHTs)

1. To work flexibly and deliver support across the East SILC as directed by the Designated Safeguarding Lead and Executive Principal.

1. To undertake home visits to families upon direction of the Designated Safeguarding Lead Officer.

1. To follow lone working policy and guidelines when undertaking community/ home visits
2. To provide support as required to colleagues across the East SILC in matters of Family Support
3. To provide support as required to colleagues across the East SILC in matters of Safeguarding

1. Work in partnership with the Safeguarding, Behaviour Support and Attendance Teams and Pastoral Team Leads and liaise with the Cluster to promote positive outcomes in safeguarding, family support and attendance.
2. To promote and encourage learner’s attendance at all times when working with parents/carers
3. To promote the access to extended services, targeted services, short breaks and applications and assessments for direct payments to Radar.
4. To support families by helping complete forms and to target support for welfare benefits

**Managing Self and Record Keeping**

1. Be accountable for and review own practice through supervision (both individual and team) and seek other opportunities to ensure practice is up to date and is aware of latest local and national legislation.
2. Maintain accurate records of contact and support to parents/carers, through CPOMS system, to track, log and review caseload progress.
3. Maintain accurate Early Help Plan records. Review and when appropriate close Early Help Plans in a timely manner, in accordance with Early Help protocols.
4. Maintain accurate logs of interventions and referrals to other services including SILC Cluster and Children’s Social Work Services.

**Member of the Safeguarding Team**

1. To promote the welfare and protection of all learners at the East SILC and support the management of specific Child Protection issues at the East SILC as delegated by the Designated Safeguarding Lead Officer.
2. To maintain accurate, confidential and up to date records for Safeguarding and Child Protection cases using the CPOMs system
3. To create Child Protection reports for statutory meetings.
4. To attend statutory meetings relating to Child Protection and Safeguarding concerns.
5. As a DDSL provide advice and support on safeguarding matters to colleagues across the East SILC
6. To respond to Cause for Concerns promptly; making onward referrals as necessary
7. To make referrals to CSWS in agreement with the DSL / DDSL
8. Communicate effectively with parents/carers and other professionals around Safeguarding and Child Protection matters
9. To participate in training and other learning activities as required as part of ongoing professional development; to maintain Safeguarding accreditation
10. To maintain confidentially at all times
11. To support with East SILC priorities around safeguarding and attendance
12. To undertake any other duties as required, commensurate with the role