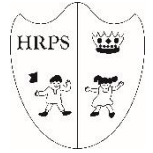




Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



Job Description

JOB TITLE: Family Engagement and Pastoral Support Worker

RESPONSIBLE TO: Deputy Headteacher & Assistant Headteacher – Pastoral

JOB PURPOSE: To establish positive relationships with children and their families, developing and enhancing parental engagement with the school and other agencies.

To work with families to develop parenting skills and promote children's wellbeing, emotional and social development.

To provide practical help and emotional support for families particularly at times of crisis.

To monitor pupil's attendance and provide additional support and intervention for families where required.

To work as part of the Safeguarding team.

Main duties and responsibilities:

Family Engagement and Support

- To organise meetings and drop-ins at appropriate times and venues to support parents' needs.
- To meet with parents and appropriate agencies, to contribute positively to the welfare of the children concerned.
- To engage families in activities that support children's learning.
- To be the lead professional for Early Help assessments.
- To support families to access support through the EHA process.
- To work with other agencies and introduce their services to the school if appropriate.
- To have a good understanding of housing needs and benefits that families can access for support.
- To look for CPD and other professional development opportunities to develop own practice and that of the school.
- To participate in staff meetings when required and attend regular team meetings for attendance and safeguarding.

Pastoral Support

- To work with support and guidance from the school SENDCo to identify specific interventions that can be used to support individual pupils with social, emotional and mental health needs.
- To work with support and guidance from the school SENDCo to develop timetables of interventions that match the needs of the pupils.
- To work with children on a variety of issues, providing a non-judgmental, caring and confidential environment for them to work through their problems and difficulties.

Safeguarding

- To be one of the school's Deputy Designated Safeguarding Leads.
- To follow up on concerns raised, make decisions regarding appropriate action and follow up promptly with support from the safeguarding team.
- To make referrals to appropriate agencies.
- To work alongside the safeguarding team supporting in key meetings, conferences and liaising with relevant external agencies as required.
- To keep up to date with current and new legislation and statutory guidance.