

Job Description

Job Title:

First Federation Family Support Advisor

Salary: Grade E

Hours:

Job Purpose

Signpost and help coordinate the necessary multi agency approach to support and protect children and their families throughout the appropriate safeguarding responses; Early Help, Child in Need, and Child Protection. Developing the individual and growing positive relationships.

Working together to provide the best possible education for all. To remove barriers to learning through supporting vulnerable children throughout the school so they can flourish.

Empowering parents to help raise their child's levels of attainment and achievement. Ensure that parent-school relationships are as strong as possible, so children come to school 'ready to learn.' Working with the school team to improve attendance and contribute positively to the local communities we are part of.

Main Duties and responsibilities

Supporting families

- Act as a point of contact for families in need of support, prioritising those vulnerable or 'at risk.'
- Establish and foster good relationships with all parents and carers of pupils.
- Promote the self-esteem of parents and carers, and help them to communicate openly.
- Discuss issues, such as difficulties at home, with parents and carers in a confidential manner.
- Share information on practical childcare and parenting skills.
- Facilitate group parent/carer workshops, support sessions and courses
- Help co-ordinate the appropriate multi-agency safeguarding approach via Early Help, Child In Need and Child Protection plans for children within the school.
- Complete common assessment forms with families to ensure they receive appropriate support.
- Attend and where appropriate, lead, parent/carer and multi-agency meetings as

appropriate and input on related plans.

- Record such meetings, plans, conversations and concerns in school's electronic safeguarding system, i.e. CPOMS, and where appropriate the Local Authority electronic Early Help system, i.e. Rights for Children (Devon only)
- Be knowledgeable of the range of agencies available locally; working with them directly or signposting parents towards suitable assistance.
- Ensure information is relayed to the Designated Safeguarding Lead (DSL) as appropriate.
- Actively promote the family support services provided by the school.
- Carry out Home Visits as appropriate and in discussion with the Head of School

Supporting pupils

- Liaise with Teachers, Teaching Assistants, the Head of School, the school safeguarding team (DSL/DDSL's), the school SENDCO, Trust Inclusion Team leads, Trust Leadership, Local Authority education support teams, health, social care police and any other relevant persons regarding pupils.
- Provide pastoral support to pupils as required.
- Establish good relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance using a relational approach.
- Encourage pupils to interact and engage with activities.
- Promote self-esteem and independence.

Supporting the school

- Be aware of, and comply with, all policies and procedures relating to child protection, health and safety, security, staff Code of Conduct and data protection.
- To participate in the school's appraisal policy.
- Record and report all concerns to an appropriate person using the school's electronic safeguarding system, i.e. CPOMS, and report concern in person when urgent and necessary.
- Complete Level 3 Safeguarding training

- Make referrals to the Local Authority Multi-agency Safeguarding Hub, i.e. MASH, and take appropriate action in response to this.
- Contribute to the overall aims and vision of the school.
- Will work effectively with the school team to improve attendance.
- Establish and maintain effective working relationships with colleagues.
- Share knowledge and ideas from training attended to other school staff as appropriate.
- Assist in the planning of opportunities for pupils outside of the school.
- Provide advice and guidance to staff, students, parents/carers and others.

Participate in training events, staff meetings and other Continued Professional Development (CPD) as required.

Supporting staff

- Work closely with the schools Safeguarding Team (DSL/DDSL)'s, the school SENDCO and other staff to identify and respond to safeguarding concerns, possible underachievement and home related issues, poor attendance and other barriers to children thriving, as required
- Assist with the development of relational support plans and risk assessments as appropriate.
- Work with teachers to employ strategies supporting pupils' achievement and proactively seek ways to remove barriers to learning through supporting vulnerable children and their families throughout the school
- Report pupil underachievement with key children using agreed protocols.
- Promote good pupil behaviour, and deal with conflicts and incidents in line with school policy.
- In liaison with the Head of School and SENDCO, assist with the planning and delivery of emotional, behavioural or social development intervention programmes for groups of children or for individual pupils as required
- Liaise with teachers and other Teaching Assistants about the needs and progress of children receiving support
- Create and maintain a positive environment based on trust and respect.
- Possible 'outreach' work to other schools within the trust.

Administration

- Produce detailed reports/information and data analysis as required.
- Undertake the completion and submission of complex forms, returns, etc, including those to outside agencies.
- Use and support the management of the school's electronic safeguarding system i.e. CPOMS and where appropriate, the Local Authority Early Help system, i.e. Rights or Children (Devon only schools)

Personal qualities

- Flexible and adaptable, with the ability to respond to needs as they arise
- Resilience and confidence to deal with challenges
- Solution focused
- Ability to keep the child at the centre of everything you do

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.