

THOMAS BECKET CATHOLIC SCHOOL

JOB DESCRIPTION

OVERVIEW

Job Title	Family Support Worker
Salary / Scale	Grade H 14-21 £28,624 - £32,115 (FTE) (pro rata)
Contract type:	1 x 39 weeks, 37 hours per week – 8.00am – 4.00pm (Mon-Thurs); 8.00 – 3.30 (Fri) incl. 30 min lunch 1x 39 weeks, 15 hours per week (3 hours per day)
Purpose of the Position	To support the Assistant Head and working in close liaison with the school’s Safeguarding team providing an effective administrative service ensuring all safeguarding responsibilities are completed. Work closely with pastoral support team, other family support worker and DSLs within the school.
Key Responsibilities	This role is pivotal in ensuring that all administrative and safeguarding duties are carried out efficiently and with the upmost confidentiality. To work closely with parents and carers to help overcome pupils’ barriers to learning both internal and external to school. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
Responsible to:	Designated Safeguarding Lead/Assistant Headteacher
Accountable to:	Assistant Headteacher (Dedicated Safeguarding Lead)
Responsible for:	Not applicable

MAIN DUTIES

1. DUTIES

- Act as a key contact for parents/carers of pupils receiving additional support.
- Responsible for implementing and coordinating Early Help Assessments (EHAs) and attending EHAs led by other agencies.
- Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise.
- Implement and monitor progress of action plans, working with parents/carers to make adjustments to support as necessary.
- Support the implementation of interventions to encourage parents/carers' involvement in supporting pupils' development and progress.
- Complete referrals to school nurse, counsellors, other agencies as and when required.
- Maintain and keep up to date on the latest services available in the local area to support parents/carers by promoting and signposting appropriate services via a range of communication channels (e.g. social media, newsletters, in meetings, etc).
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings.
- Maintain regular communication with relevant staff to update them on progress of individual pupils
- Attend weekly safeguarding meetings with the Headteacher and DSL.
- Liaise with the Pastoral support team regarding individual student personal needs, safeguarding and welfare issues.
- Be responsible for monitoring, maintaining and administering My Concern, school's safeguarding software.
- Maintain accurate records of interventions and relevant meetings.
- Carry out home visits, where required.
- Provide personalised support for parents/carers to help manage transition for their child.
- Be responsible for the collection and filing of pupil safeguarding files from primary schools at the end of the school year and/or other times of transition.
- Provide a professional, friendly and helpful service for all telephone, email or face to face communications with external agencies, parents and carers.

2. Health, Safety and Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's protection policy.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary and ensuring My Concern is updated.

- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

3. Professional Development

- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice in all areas of safeguarding.
- Acquire and maintain a working knowledge of the latest and most appropriate services available in the local area to support parents/carers.
- Participate in the school's performance management (appraisal) process.
- Participate in further training and development to improve own professional development.
- Participate in appropriate training provided by either the school or the Trust.

4. Working with Colleagues and other relevant Professionals

- Liaise closely with the school's pastoral support team, other family support worker and DSLs within the school.
- Communicate effectively with pupils, parents and carers.
- Communicate effectively with external agencies, school's SLT and other external stakeholders.
- Develop effective professional relationships with colleagues, school's Leadership Team, central Trust team and other schools within the Trust.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton

5. Personal and Professional Conduct

- Uphold public trust understood and perceived of employees working in education and a school context and maintain high standards of ethics and behaviour, within and outside school.
- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities of all those that work within education.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

6. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

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

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Good level of general education including Maths & English (Grade A – C or 9 – 4)	√		App form
Previous experience in a Family Support Worker role	√		App form
Current driving licence	√		

2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working in an Educational environment (HE or schools/colleges).		√	App form interview
Experience of working in a similar role (at least 3-5 years)	√		App form interview
Experience of working with EHAs	√		App form interview
Experience of working with both colleagues and external agencies	√		App form interview
Proven ability work on own initiative but also to be a team player	√		App form Interview
Experience of working in environment ensuring high standards are met.		√	App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Good interpersonal skills and an ability to relate and communicate effectively with children, staff, parents and external agencies.	√		Interview
Excellent organisational skills and ability to priorities own workload.	√		Interview
Ability to work as a team	√		Interview
Excellent written and oral communication skills and experience of IT packages i.e. Excel, Word, Publisher	√		Interview
Knowledge of Safeguarding and Keeping Children Safe In Education	√		Interview

Knowledge of My Concern or other safeguarding tools and platforms	√		Interview
Good knowledge of Bromcom and other appropriate databases.		√	Interview
Ability to create tailor plans and interventions to individual pupils	√		Interview
Knowledge of available support services in the local area			

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Proven ability to work flexibly under pressure to be able to meet deadlines.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Ability to work flexibly to meet the needs of the school e.g. any home visits with the Attendance Officer.	√		Interview
Willing to undertake further training	√		Interview
Commitment to safeguarding and that every child matters.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

Further information about the school can be viewed on the school website: www.thomasbecket.org.uk or on the Trust website www.olicatschools.org.

To arrange a visit the school and/or speak with the Headteacher please contact the school by telephone: 01604 493211 or by email at office@thomasbecket.org.uk

Applications can be submitted either via the school's website <https://www.thomasbecket.org.uk/vacancies> or the Trust's vacancies page: <https://www.olicatschools.org/joinus/currentvacancies>. This will invite you to apply online via the Trust's applicant tracking system MyNewTerm.

Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early
All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.



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