# The Gateway School – Job Description for

# Family Support Worker

|  |  |
| --- | --- |
| **Name: Family Support Worker** | **Starting Date:** As soon as possible |
| **Salary Grade: G** Scale point 8-13  £25,992 - £28,163 FTE  £20,603 - £22,324 Actual | **Status of Post:** Permanent  39 weeks of the year |
| **Responsible to:** Pastoral Manager | **Review Date:** |
| **Responsible for:** Support for students and families. | **Hours:** 34.25 Hours a week |
| **Responsibilities:** | **Subject:** Family Support Worker |

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

**Key areas to support students and families:**

* Safeguarding
* Attendance
* Family communications and support for applications for Free School Melas, Transport and Benefits
* Transition to the school and from the school when required
* Individual student/family support

**Key tasks:**

* Under guidance from Headteacher and the Senior Leadership Team (SLT), engage with families to formulate and enable support.
* Be aware of and comply with policies and procedures relating to safeguarding. Report all safeguarding concerns correctly and in a timely manner. Work under the guidance of Designated Safeguarding Leads to support students and families who have experienced safeguarding situations. Hold responsibility as a Deputy DSL for Safeguarding.
* Where appropriate, liaise professionally with outside agencies who offer support to families, e.g.

Local Authority officers, Early Help and Guidance, Specialist Support Services & other local groups.

* Complete Early Help Assessment paperwork in order to assist families is securing the correct help and support.
* Act as the attendance officer, using schools’ processes and procedures to support full attendance of all pupils. Manage day to day attendance issues, identify patterns of absence and support reintegration.
* Communicate effectively with parents and caregivers over unauthorised absences. Liaise with local authority Education Welfare Officers and monitor attendance percentages.

* Lead on all attendance processes with the Educational Welfare Team; work alongside SLT to draw up contracts, set targets and engage additional support.
* Support families to engage in their child’s learning by facilitating family learning opportunities.
* To support the Annual Review process as necessary.
* Support school communications via social media platforms and website. Link school to communications relevant to family support e.g. Local Offer
* Lead on parent communication via a parent forum and student communication via the school council; run regular “drop ins” and devise and manage a parental questionnaire annually.
* Build effective relationships with families, parents and caregivers and be the point of contact within the school for families in need of support.
* To provide opportunities for families to engage with the school before their child begins to establish support requirements.
* Support transition times within school e.g. from year 6 to 7. Compile the transition booklet.
* Support transition out of the school either at the end of year 11 or 13 or whenever it is relevant.
* Work with teaching and support staff to utilise strategies to support students in achieving individual learning goals.
* Encourage students to interact with others and engage in activities led by the teaching staff.
* Establish good working relationships with students, acting as a role model and setting high expectations.
* Provide consistent support to students, responding appropriately to individual needs
* Train and apply TEAM Teach techniques to support the regulation of students.
* Be available during key times e.g. lunch time – to help the students resolve conflict and develop personal, social & emotional skills.

**Additional:**

* To have high expectations of all pupils, respect for their social, cultural, linguistic, religious and ethnic backgrounds and a solid commitment to raising their individual achievements.
* To comply with all policies relating to safe working practice, GDPR and Equal Opportunities  Be prepared to be first aid trained.
* Be responsible for improving your own professional practice through observation, evaluation, supervision and training.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Establish and maintain effective working relationships with professional colleagues and parents
* Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
* Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.

* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.
* This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signature:

Headteacher: ……………………………………….......................................……

Family Support Worker ………….………………………………………..

Date: