

JOB DESCRIPTION

TITLE: Family Worker

SCHOOL: Wigmore Primary School (SEMH Service/Provision)

RESPONSIBLE TO: Lead Practitioner/Safeguarding Lead/Headteacher/Primary Inclusion Officer (LA)

GRADE: L6

PURPOSE OF POST:

Positively engage parents/carers, children and their families in children's learning and development so that, in partnership with other agencies, the school effectively meets the needs of children and young people.

ORGANISATION CHART:

Lead Practitioner/Headteacher/Primary Inclusion Officer (LA)/Safeguarding Lead

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Family Worker

PRINCIPAL RESPONSIBILITIES:

50 %

- Work as part of the Safeguarding Team within the school service/provision, to ensure the safety wellbeing of pupils, contacting and liaising with a variety of professionals, including MASH as appropriate.
- Liaise with members of the Senior Leadership & Safeguarding Teams to ensure actions from meetings are in place.
- Ensuring that all records are kept confidential, up-to-date and are factually recorded, including the accurate use of CPOMs.
- When appropriate, to refer on to alternative interventions or agencies outside of school, such as CAMHs, CHUMs, Young Carers, Education Welfare Service etc
- Work with the Headteacher, DSL and School Attendance teams to identify and support families where school absence levels are a concern.
- Liaise with the Lead Practitioner and Behaviour support assistants in order to identify those children who would benefit most from family support work & create an appropriate action plan, following this through to its conclusion. 50
- Develop and maintain positive relationships with families, signposting families and referring to single agency support if needed. Promote an open-door policy for families, including meeting children and families for ad-hoc or short-term interventions.
- Meet and maintain contact with the families of the vulnerable pupils who have been identified for support, to gain insight into the family and provide parenting strategies when required. Where appropriate, carry out home visits in conjunction with another member of staff.
- Facilitate supportive parenting groups for vulnerable families or targeted groups.
- Support transition work, under direction of the lead practitioner, particularly for vulnerable children moving between schools.
- Support the mental health and emotional wellbeing of children within the service/provision, delivering nurture sessions/social skills sessions as appropriate.

- Assist in the coordination of local community events and projects

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: The management of the Family Room is a key aspect of the Family Worker role.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Physical Effort: N/A

Working Environment: N/A

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable and recent experience of effectively engaging parents/carers in working with their children to support their learning & development, both in groups & on an individual basis.	1,2	Experience of working with children or families gained in a multi-cultural context.	1,2
	Some experience of working with professionals from a number of agencies or disciplines	1,2	Experience of working with families and children with Child Protection or Child in Need plans.	1,2
			Experience of leading/attending TAC and TAF meetings.	1,2
Skills/Abilities	Able to communicate supportively, tactfully and objectively with parents/carers & children to engage them in supporting learning & development.	1,2		
	Able to undertake basic assessments of the social/care/physical/personal and educational needs of children with their families to safeguard and promote the welfare of the child.	1,2,5		
	Able to work within policy guidelines and able to exercise judgement as to when to share information & when referrals to external agencies are necessary	1,2		
	Able to manage periods of conflicting work demands & to maintain accurate records that can be used to inform practice.	1,2,5		
	Able to work on own initiative with minimum of supervision in co-ordinating & managing a programme of activities for parents & children.	1,2		
	Able to work in conjunction with others in the team to develop & share good practice.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2,5		
		1,2		

	Able to keep precise and accurate records and use IT effectively.			
	Ability to maintain confidentiality and professional approach at all times.	1,2		
Competencies	Able to demonstrate appropriate motivation to work with young people	1,2		
	Able to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise discrimination and take action within the policies and procedures of the school and the funding agency.	1,2		
	Possess an understanding and / or experience of cultural and religious issues, which may impact upon child care and education.	1,2		
Specialist Knowledge	Some understanding of child development and of how children and adults learn.	1,2	Experience of Safeguarding/ Child Protection training or liaison with safeguarding professionals e.g. MASH	1,2
	Knowledge and understanding of the Children Act 1989 and the Children Act 2004 & 2006 and child protection procedures including understanding the effects of deprivation and abuse.	1,2	Knowledge of Luton Safeguarding Board procedures	1,2
	Knowledge and understanding of Keeping Children Safe in Education 2023	1,2		
Education and Training	Minimum requirements of: GCSEs Maths and English grade C or above, or equivalent NVQ L3 in child-care, social care foundation degree or equivalent. Evidence of commitment to own professional development.	1,2,4	A degree, with some alignment to childcare/development Family support training Child Protection/Safeguarding training	1,2,4 1,2,4 1,2,4
Other Requirements	Willingness to work outside office hours infrequently (in the region of 4 times per month)	1,2		
	Hold a valid UK driving licence and have access to own vehicle	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Safer Luton Partnership and Luton Borough Council policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018).

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