

Job Title	<i>Family Support Worker</i>
Responsible to	<i>Designated Safeguarding Lead</i>
Key Internal Contacts	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
Key External Contacts	<i>Student relatives, advocates, and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

JOB PURPOSE

- To assist the Designated Safeguarding Lead in delivering an effective support service for families and pupils; and to support the school in providing a high quality service for pupils with social, emotional and mental health difficulties (SEMH) through providing the highest standards of pastoral care for all pupils of all abilities in a safe and orderly learning environment which provides a high standard of behaviour.

KEY TASK AREAS & RESPONSIBILITIES

- To understand the school's safeguarding policy and support staff to understand their statutory responsibilities
- Contribute to raising achievement by improving school attendance
- Maintaining and monitoring attendance records
- Using the school's data management system to run reports and to record and analyse pupil data
- In consultation with the DSL, to undertake action in accordance with the school's policies and procedures in relation to attendance issues
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales
- To establish positive working relationships with pupils in school to identify barriers to learning and attendance
- To promote positive attitudes by students and families towards education and to ensure parents are fully aware of their statutory responsibilities
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision

- To be fully aware of and carry out all work in line with safeguarding procedures. This may involve attending meetings, such as Child in Need and TAF meetings
- To work with identified external professionals/agencies e.g. social workers, CAMHS, SEN departments
- Identifying areas of unmet need within families and accessing available community and other agency support for families
- Attend and contribute effectively to Child In Need meetings, TAF meetings, planning and review meetings; including those taking place out of normal working hours.
- Supporting children and families using the common assessment framework (CAF) or early intervention frameworks and supporting this process by collating information.
- Acting as the lead professional in early intervention plans, co-ordinating support as necessary
- To liaise with and share relevant information with other departments including Head of Year/SENCo etc. and to deliver regular updates to staff briefings
- Attending relevant training courses and appropriate CPD.
- To work within the philosophy of the school at all times.
- To have professional integrity and discretion in relation to the overall function of the school, staff and pupil confidentiality.
- To ensure all individual files and records are kept up to date and maintained on a strictly confidential basis.

Pupil Care and Welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy.
- Be aware of, and comply with, policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.

Other

- Review, assess and comment on (orally and written) his/her practice, programmes of work and to participate in the arrangements for his/her further training and professional development
- Comply with the school policies and the requests, memos and directives given by the Senior Leadership team. Head Teacher / Deputy Head Teacher / Designated Safeguarding Lead