



JOB DESCRIPTION

Job Title:	Family Support Worker
Salary and scale:	7 - 11 (£20,092 - £21,748 per annum FTE)
Actual Salary:	£9,106 - £9,856 per annum
Hours :	20 Hours per week, Term time only plus 2 days
Responsible to:	Assistant Head of School

Main purpose:

To provide high quality, well planned pastoral support and guidance to students and their families in order to promote high expectations, raise aspirations and facilitate academic progress. To enable all students to develop personal excellence and a sense of pride within the school.

Key Responsibilities:

- To identify students and families in need of additional support and promote effective home-school partnerships.
- To engage with vulnerable students and families in order to formulate a package of support.
- To act as a point of contact in school for students and families in need of support.
- To build effective relationships with families.
- To maintain regular contact with families of students receiving support to encourage positive family involvement in the child's learning
- To monitor attendance, behaviour and achievement of targeted students.
- In conjunction with class teachers, resolve issues that are impacting on academic performance in a timely manner.
- Establish good working relationships with students, acting as a role model and setting high expectations.
- Provide consistent support to all students, responding appropriately to individual student needs.
- Promote self-esteem, resilience and independence, employing strategies to recognise and reward achievement within established school procedure.

- Use specialist (curricular/learning) skills/training/experience to support students.
- To ensure that parents/carers are fully involved in their child's pastoral care by establishing regular contact with those in the most need.
- Provide mentoring to small groups of students to secure their academic progress.
- To track and evaluate the impact of support plans.
- Leading and supporting with EHAs, CIW and CP caseloads
- To prepare documentation for and liaise with stakeholders involved in the pastoral care of students both within and outside of the school.
- Liaise in the community and with external agencies as directed to secure the wellbeing of targeted students.
- To ensure information is forwarded to the Safeguarding and Child Protection Lead as appropriate
- To maintain record keeping in accordance with the policies and procedures in place in school, including case studies
- To undertake training and development relevant to the post and in line with the school's priorities, especially safeguarding practice.

Other Specific Duties:

- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the Academy
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health and safety, security, confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the Senior Leadership Team
- To support the Academy's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To undertake any other duties commensurate with the grade of the post as directed by the Principal

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of school hours and off school premises, as required by the Academy. No smoking policy.

<p>Organisational ability and accurate record keeping skills</p> <p>Sound knowledge and understanding of child development and the needs of students</p> <p>Awareness of the impact of family social and environmental factors on the life chances of students and young people</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>mechanisms</p>	
<p>OTHER CONDITIONS</p> <p>Enhanced DBS Check</p> <p>Satisfactory References</p> <p>Pre-employment Health Check</p>			