

JOB DESCRIPTION

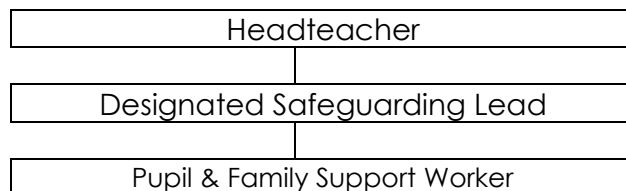
JOB TITLE	Pupil & Family Support Worker
GRADE & CONTRACT	NJC Scale 5, Points 12-18 (dependant on experience) Permanent Contract
RESPONSIBLE TO	Designated Safeguarding Lead
HOURS OF DUTY	36 ¼ hours per week, Monday – Friday 8:00am – 3:45pm (with a 30 minute unpaid lunch break) term time + 1 additional week (overtime is paid for the additional week worked)
ANY SPECIAL CONDITIONS OF SERVICE	<p>This role may involve out of hours meetings on occasions. Where this applies, overtime will be paid for up to 36.25 hours per year.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>Appointment to this post is subject to Disclosure and Barring vetting checks.</p> <p>The school operates a No Smoking Policy.</p>

PURPOSE OF THE JOB

To work with families and young people, providing support and signposting to relevant agencies.

To improve the life outcomes and opportunities of children by working with families, parents, carers, pupils and the academy to enable pupils to have full access to educational opportunities and overcome barriers to learning. This may include working with the wider family and community.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel : **None**

Financial : **None**

Health/Safety/Welfare : The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:

1. Teaching and support staff within the school
2. Users of the school
3. Voluntary helpers
4. Pupils

External:

1. Parents/Carers
2. Visitors and customers
3. Relevant agencies and organisations

Responsibilities: The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

MAIN DUTIES

- To complete Early Help Assessments and attend TAF meetings with families in order to assist them in seeking the most appropriate support.
- To be the "lead professional" for Early Help Assessments.
- To undertake outreach work which may include home visits, e.g. housing, health and emotional well-being support, in order to improve parental engagement with the school and with the child's learning.
- To be part of the school's Safeguarding Team.
- To build effective relationships with families.
- To signpost families and refer for external agency support when appropriate.
- To work with others to provide joined up, inclusive provision to support parental engagement.
- To ensure information is sent to the Designated Safeguarding Lead (DSL) as appropriate.
- To maintain record keeping in accordance with policies and procedures in place, ensuring information is always kept secure and maintaining confidentiality.
- To carry out home visits to support parents in encouraging their children to maintain full and regular attendance.
- To liaise professionally with external agencies.
- To be part of the school duty team.
- To support the DSL.
- To complete administration duties as necessary for the role.

Support for the school

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the organisation, routines and upkeep of the working environment.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed	Post holder	Date
Signed	Line Manager	Date



EQUITY **EXCELLENCE** **ENTERPRISE** **ENGAGEMENT**