

<b>Job Title:</b>	<b>Family Support Worker</b>
<b>Service / Provision:</b>	Brimble Hill School
<b>Job Family:</b>	Support Staff
<b>Line Manager:</b>	Deputy Head of Education Provision
<b>Salary Band:</b>	Brunel Grade C 1 - 5
<b>Annex:</b>	Please ensure you refer to Annex 1 with this Job Description

To improve the life outcomes and opportunities for the children, young people (CYP) and their families. This will be done by providing a range of family support interventions and activities.

## Key accountabilities, duties and responsibilities

- To work as part of the pastoral team at the Education Provision (EP) to deliver universal provision of parenting-skills and focused family support.
- To develop the social, emotional and health development of CYP and for their families.
- To give targeted individual support to families and carers.
- To provide advice and signposting to enable families to access universal and targeted services.
- Working preventatively with identified families to support early intervention by signposting support and guidance in times of change and stress.
- Work directly with CYP and families; individually and in groups to provide practical support, advice and guidance around a range of issues.
- Work with CYP who are at risk of exclusion from EP by supporting them and their families.
- To raise the attendance and punctuality levels of targeted CYP.
- To work with other educational providers to support effective transition for vulnerable CYP and families.
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.
- Support the professional development of staff within the pastoral team and wider EP team.
- To develop a whole EP knowledge and understanding of how to support CYP at risk.
- To attend meetings and deliver training as required.
- Maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.
- To work within equal opportunities and anti-discriminatory frameworks.
- To take responsibility for own learning and professional development and to attend training as required.

## Direct work with CYP and families

- Develop home/EP links to encourage good communication between the EP and families.
- Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops.
- Providing advice on how to develop and maintain positive discipline.
- To have specific responsibility for attendance across the EP.
- Support parents to have an understanding of the EHCP process and other SEND issues through liaison with the SENDCo.
- Support families to access information and benefits.
- Practical help and emotional support for families particularly at times of crisis.
- Organising meetings and drop-ins at appropriate times with relevant CYP and families.
- Engaging families in activities which supports CYP's learning.
- Development of appropriate opportunities for parenting education.

- To have a robust understanding of and adhere to agreed policies and procedures for child protection, safeguarding and lone working.
- To work with the EP safeguarding team to identify concerns and risks relating to children.

#### **Coordination and liaison with others**

- To liaise on a regular basis with the senior leadership team the safeguarding team and other appropriate employees to share and report information.
  - To work with families to complete Early Help Records.
  - To Chair Team around the Child (TAC) and Team around the Family (TAF) meetings.
  - To complete paperwork associated with TAC and TAF meetings.
  - To complete referrals to outside agencies e.g. LD CAMHS with families.
- To make referrals to the Children's Advice and Support Services in order to safeguard CYP.
- To be responsible for carrying out the appropriate actions following assessments/meetings
- Promoting healthy living by liaison with EP health workers/school nurse and ensuring appointments are kept.
- Developing links with agencies that provide and promote learning opportunities for parents and carers to attend multi agency team around the family and core group meetings. Furthermore, to discuss referrals and agree a work plan as requested.
- Keep careful and high-quality records of meetings and contacts recording actions to be taken.
- To ensure recording of all work with CYP and families is maintained to a high and consistent standard, accurate and up-to-date.
- To monitor and evaluate the effectiveness of the work and providing reports as required.
- To identify needs and advocate the development of new work in the area to meet these needs.

<b>Tasks/duties</b>	<b>Essential skills</b>	<b>Desirable skills</b>
Qualifications & Training	<ul style="list-style-type: none"> <li>• A qualification in social care, health, education NVQ level 3 or above or equivalent.</li> </ul>	
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience of multi-agency working and building/maintaining professional relationships</li> <li>• Knowledge and understanding of working with CYP who have complex additional needs and their families/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and awareness of resources for CYP and families within the locality.</li> <li>• Up-to-date knowledge of Safeguarding procedures, practice and minimum standards.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Skills in assessment and risk management</li> <li>• Ability to network effectively and develop effective professional relationships.</li> <li>• Excellent written/verbal communication and presentation skills, including IT/Microsoft.</li> <li>• Ability and enthusiasm to work creatively and independently</li> <li>• Excellent assessment, planning and record keeping skills with a solution focused approach</li> <li>• Ability to travel as required by the post</li> <li>• A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan, prioritise, work under pressure and adapt to new models of working, in particular working in partnership and independently.</li> </ul>