

**Alban Way Consortium**

**School Family Worker**

**Job Description**

**30 hours per week working across 5 schools (9-3pm). Term time only**

**H5(13)-H6 (18) depending on experience.**

General

* Offer emotional and practical support to parents, pupils and families.
* Offer a whole family approach to families with complex needs.
* Build trusting relationships with parents and pupils to help support their needs.
* Ensure information is relayed to the DSL as appropriate and in accordance with the school’s Child Protection and Safeguarding Policy.

Supporting Pupils

* Liaise with teachers, the headteacher, SENCO, DSL, classroom teachers and any other relevant persons regarding pupils.
* Establish good relationships with pupils.
* Encourage pupils to interact and engage with activities and learning, and develop pupils’ confidence and self-esteem through 1:1 sessions or small groups (i.e. social skills/ nurture groups, ‘Time to Talk’)
* Be aware of, and comply with, all policies and procedures relating to child protection, health and safety, security and data protection.
* Contribute to the overall aims and vision of the schools.
* Establish and maintain effective working relationships with colleagues

Supporting Families

* Act as a point of contact for families in need of support
* Establish and foster good relationships with parents
* Lead Family First Assessments and Team Around the Family, using the Early Help Module
* Discuss issues, e.g. difficulties at home, with pupils and families in a confidential manner and in accordance with the school’s Safeguarding/Child Protection Policy.
* Share information on practical childcare and parenting skills with families who request it.
* Be knowledgeable of the range of agencies available locally; working with them directly or signposting parents towards suitable assistance.
* Participate in training events as required to ensure your knowledge is up-to-date and reflects good practice advice.
* Respond to and conduct correspondences with parents regarding their child’s needs, which may involve complex matters.

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and training** | **The successful candidate will:**   * Be subject to a relevant DBS check. * Have a driving license with access to a car. | * Hold therapeutic qualifications |
| **Experience** | **The successful candidate will have some experience of:**   * Working with vulnerable children and families. * Handling safeguarding concerns, including following confidentiality measures. * Supporting children in primary schools. | * Working in culturally diverse communities. * Forming, developing and maintaining partnerships with external support agencies. * Good practice procedures for working with children and families. |
| **Knowledge and skills** | **The successful candidate will be able to:**   * Carry out all aspects of the role to a high standard at all times. * Communicate with colleagues, parents and pupils in a friendly and professional manner. * Undertake their work within an anti-discriminatory and empowerment framework. * Reflect on their own practices and undertake training to continue their professional development. * Demonstrate an understanding of children and families and the challenges that they can face. | * Work flexibly to meet families’ needs. * Working knowledge of the Children Act 1989 and 2004. * CPOMS knowledge |
| **Personal qualities** | **The successful candidate will have:**   * Excellent verbal and written communication skills. * Excellent time management and organisation skills. * A flexible approach towards working practices. * High expectations of self and a desire to maintain professional standards. * The ability to work as both part of a team and independently. * The ability to maintain successful working relationships with colleagues. * High levels of drive, energy and integrity. * A commitment to equal opportunities and empowering others. * An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these. * A commitment to supporting others. * An excellent understanding of confidentiality. * An understanding of child development and how adverse events can impact progress.   **The successful candidate will be:**   * Committed to promoting high quality support to pupils and families. * Dedicated to their professional development and achieving desired qualifications. * Committed to contributing to the wider school and its community. * Capable of successfully prioritising work. * A good team player, with the ability to also work using their own initiative. * A creative thinker who is committed to developing pastoral support to meet pupils’ needs. * A sensitive and understanding person who can have difficult conversations with families. |  |