**FAMILY SUPPORT WORKER**

**JOB PURPOSE**

To provide a professional level of support to parents/carers and school staff, providing a core offer of services for children, young people and their families where children present with challenges and barriers to learning.

Aid Designated Safeguarding Lead (DSL), the Senior Leadership Team (SLT) and other staff to ensure all pupils are safe and will support, empower, enhance and improve the quality of life of the children, young people and their families at home and at Weaverham Forest Primary School and Nursery School.

Liaise with families to support them in accessing resources and helping to increase their involvement in the education and welfare of their children.

**MAIN DUTIES AND RESPONSIBLITIES**

**Supporting Families**

• Provide a one-to-one confidential support/case working duties to parents/carers; offering support and advocating on their behalf when necessary

• Engage with families to develop and maintain a supportive and empowering relationship founded on mutual respect, trust and the strengths of families.

• To promote and facilitate parental /carer understanding of our pupils needs through engagement at coffee mornings, parent workshops etc. and to conduct home visits where necessary.

• Develop and implement a family support action plan for parent/carer events e.g. coffee morning, workshops, training etc, across the academic year.

• To plan, promote and facilitate when appropriate and evaluate parent/carer sessions.

• To act as a point of contact in school for families in need of support and signpost/refer to external services where appropriate.

• To provide opportunities for families to engage with the school by sourcing and initiating shared learning opportunities such as adult education courses/parenting courses etc.

• To maintain record keeping (CPOMS) in accordance with the policies and procedures in place in school, including case studies.

• Support parents’ understanding of school policies and procedures.

• To work closely with the DSL and SLT to devise and implement effective safeguarding strategies including mental health, wellbeing and attendance.

• Along with the Headteacher raise attendance issues with parents and meet with parents in order to support them to improve their child’s attendance. Parental engagement • Increase parent engagement in school through targeted action planning.

• Promote links between the home, school and other relevant community and statutory resources so that children, who are currently experiencing health, social, emotional or behavioural difficulties benefit.

• To ensure where possible, services are made accessible to parents with additional needs, or where English is not their first language and that they are supported to access community services and activities. General

• Attend relevant training and events as and when necessary in order to secure the most up-to date knowledge and skills to carry out the duties of the post.

• To be committed to own continued professional development.

• To comply with all policies and procedures relating to child protection and safeguarding, reporting all concerns to the DSL.

• Maintain positive working relationships with all staff, parents, children, governors and visitors. • Attend and participate in relevant meetings as required.

• Follow relevant school procedures and ensure confidentiality at all times.

• Manage demands and timings of the different roles outlined; by prioritising the workloads in accordance of the needs ensuring all times tasks are duly completed.

**Safeguarding**

Respond to safeguarding concerns within school and decide how to respond to each referral. Have the confidence to make decisions and take responsibility for those decisions, following up with DSL and SLT where identified in line with the schools ‘Safeguarding Policy and Procedure’.

• To be able to communicate with parents sensitively regarding the safety of their child where appropriate. This can include supporting a parent/carer who may be very distressed not agreeing or understanding the decision to refer to Social Services

• To ensure information is forwarded to the relevant agency as appropriate. • To support Weaverham Forest School to fulfil all of its statutory requirements of Keeping Children Safe in Education.

• Work within the CIN and CP procedures and attend meetings as required and directed to provide early intervention support and promote information sharing. These include preparing written reports as well being able to contribute to the discussion and decisions regarding the pupils’ future and involvement of the statutory agencies and report back on these meetings using CPOMS.

• To work closely with the DSL and SLT to devise and implement effective safeguarding strategies including mental health, wellbeing and attendance. • Along with the Headteacher raise attendance issues with parents and meet with parents in order to support them to improve their child’s attendance

**Parental engagement**

• Increase parent engagement in school through targeted action planning.

• Promote links between the home, school and other relevant community and statutory resources so that children, who are currently experiencing health, social, emotional or behavioural difficulties benefit.

• To ensure where possible, services are made accessible to parents with additional needs, or where English is not their first language and that they are supported to access community services and activities.

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time. This document is not a contract of employment.