



## Job Description

### Children and Family Support Worker

**School:** Fairfield Primary School

**Post Title:** Support Worker

**Grade:** HBC 6

#### Core purpose of the post:

The Children and Family Support Worker works as part of a dedicated school team, delivering together or working alone with the family a package of supportive interventions which encourage good parenting, goal-setting, meeting of necessary appointments, improving school attendance, celebrating achievements and marking milestones. As part of the team, this will include attendance at, and participation in, Inclusion Team Meetings, APMs, Child In Need meetings, being actively engaged with the Common Assessment Framework and working on agreed goals within Initial Assessments provided by the referrer. It also includes working with the children to encourage good attendance and behaviour through emotional support and guidance.

#### General Duties and responsibilities:

##### COMMUNICATION

The Children & Families Support Worker must:

- Report to the line management for regular supervision
- Report regularly on work undertaken and discuss all planned work with the line manager to ensure that it meets with their requirements
- Ensure that all Child Protection concerns are reported in accordance with the policies and procedures of the School
- Communicate regularly with other members of staff about issues relating to his/her work where it affects the School as a whole and the work of others within it
- Raise awareness of the Schools' work with other agencies and develop and maintain supportive networks for such work with local statutory and other agencies and groups, as required
- Contribute to the development of the School through attendance at staff meetings etc., as necessary
- Promote good behaviour and emotional support for children throughout the School.

*Inspiring Learning Believe, Enjoy, Succeed, Together*

*Fairfield Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, volunteers and workers to share this commitment*



## RELATIONSHIPS

Develop close working relationships with:

- School Team staff and volunteers
- Staff and volunteers in Halton Local Authority
- Children and families involved in the school
- Key stakeholders in Halton
- All other staff and volunteers
- Other agencies working with the families

## KEY TASKS

The Children & Families Support Worker will:

- Attend team meetings and contribute positively to action plans for referred families
- Work on allocated pieces of work as agreed and report on these
- Contribute to assessments and action plans as per the Common Assessment Framework
- Attend meetings concerning the referred families as required
- Ensure participation of children and young people and their parent(s)/ carer(s) wherever appropriate
- Provide and ensure a safe and supportive environment for families
- Promote personal development and growth of the children and families
- Refer families on to other voluntary or statutory services as appropriate
- Undertake general administrative tasks related to the post
- Promote and nurture good behaviour
- Prepare monitoring and other reports as required
- Undertake training as necessary to ensure competence to fulfil these responsibilities
- Keep all records in accordance with statutory and internal requirements and best practice
- Ensure that work is delivered in line with the policies and procedures of the Schools
- Meet and uphold the objectives and ethos of the Schools
- Work to improve attendance and punctuality in School.

## ADDITIONAL DUTIES

- It is the nature of the work of the school that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover

*Inspiring Learning Believe, Enjoy, Succeed, Together*

*Fairfield Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, volunteers and workers to share this commitment*



unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

#### CONFIDENTIALITY

- All employees adhere to the confidentiality policy of the school

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



<b>Person Specification</b>
<b>Children and Family Support Worker</b>

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
NVQ Level 2 or more	X	
Relevant degree to role, e.g. Social Care, Education		X

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Working with children and parents	X	
Handling child protection and safeguarding issues	X	
A variety of approaches and techniques for working with families	X	
Facilitating groups	X	
Writing and implementing CAFs	X	
Understanding the principles of CAFs	X	
Designated Safeguarding Lead or Deputy DSL		X

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Assessing and planning child development programmes in partnership with parents	X	
Working with groups of parents	X	
Skills in recording and reporting to Senior Leadership, Stakeholders and outside Agencies	X	
Liaising with workers from others agencies	X	
Working a member of a team and also working alone following lone working guidelines	X	

<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Committed to carrying out the work in full accordance with Equal Opportunity Policies	X	
Committed to the development of anti-discriminatory practice	X	
Able to travel within Halton	X	
Current full driving licence	X	
To work occasional evenings and during the school holidays if required	X	
To work within the Ofsted Framework and be able to report to Ofsted if required	X	

*Inspiring Learning Believe, Enjoy, Succeed, Together*

*Fairfield Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, volunteers and workers to share this commitment*