



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

Tel: 020 7485 2028

E-mail: admin@fleet.camden.sch.uk

Executive Headteacher: Don McGibbon

Head of School: Becca Wall



Child & Family Support Worker Role

Post Title: Child and Family Support Worker - Part/Time 3 days (21 hours)

Salary: Scale 6, Spine 17 actual salary £18,910 Term Time only (39 weeks per year)

Responsible to: Head of School

Duration: Fixed Term Contract - 1 Academic Year in the first instance – part of feasibility project while longer term funding is secured

Context of Work

Based in a school, the Child and Family Support Worker will work from a child centred approach and primarily be concerned with developing and maintaining good working relationships with parents/carers, children, teachers, head teachers and various educational support staff and other agencies. The workload is varied.

Job Purpose

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

Level of Contact with Children and Young People

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children, young people and their families and is subject to an enhanced DBS check.

Tasks and Responsibilities

Work with children and families

- To help to identify vulnerable children through discussion with teachers and SLT and through shared information from pupil progress meetings, parent meetings and from meetings with other agencies
- To work with children and parent/carers, in a school context, to build positive and trusting relationships and support them to manage complex issues in their lives
- To develop and deliver a range of family learning opportunities to support parents/carers of children to engage more fully in their child's learning and to reintegrate parents into work or study
- 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 act as advocate, mediator and negotiator in a range of situations, maintaining good communication with children, parents/carers, schools and other agencies.
- To provide targeted support on a one to one basis or for small groups with parents/carers, children and young people to support well-being through either self-referral or school staff referral.
- To advise and inform parents/carers about relevant local services and where appropriate to make referrals to other agencies.
- To work with others to provide joined up, inclusive provision to support parental engagement

Liaison with other agencies

- To ensure effective communication between the school, parents/carers and external agencies and to understand the school's culture and ethos.
- To signpost parents/carers to specialist support in the school and local community to increase their capacity to independently support the child's learning.
- To act in accordance with the school's child protection and safeguarding procedures and ensure the job holder keeps up to date with relevant training in this area.
- To attend and contribute to child protection conferences, reviews, core group meetings, pastoral support plan meetings and school reviews as appropriate.

Monitoring and evaluation

- To keep accurate records and all documentation pertaining to meetings/contact with children and young people and their families.
- To produce a written annual report before the end of each summer term showing impact with relevant data, case studies and any other appropriate information.
- To take part in termly appraisal.

Other Responsibilities

- Where appropriate to provide transition support between secondary school and feeder primary schools or nurseries. This will also include in-year admissions.
- To plan, prepare and run high quality, outcome focussed informal and formal parenting groups, workshops and courses, in line with project objectives
- To support parents/carers of children identified as at risk of exclusion or having been excluded, e.g. attending reintegration meetings, to support the family to prevent further exclusion.
- To monitor and track the attendance and punctuality of children and young people and work with families, school attendance officers and Education Welfare Officers to gain improvements through identifying and tackling underlying issues.
- To provide targeted casework with children and young people who have persistent absence.

Other Organisational Responsibilities

- To attend out of hours meetings, for example parent evenings and school events.
- To regularly attend network meetings for exchange of information, clarity of expectations and "best practice".
- To take ownership and develop an action plan and review with the line manager to ensure reflection and development of own practice.
- To undertake any other reasonable duties as requested by the Head Teacher
- To proficiently use IT to perform tasks and record keep

Safeguarding

As a school we take our duty of care to safeguard very seriously and promote the welfare of children. We are committed to ensuring our safeguarding and procedures reflect statutory responsibilities, government guidance and comply with best practice. Our policies recognise that the welfare and interests of children are paramount in all circumstances and we therefore take all necessary steps to protect them.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school. You will be expected in undertaking the above role to comply with any policies and procedures that the school may issue.