

Job Description and Particulars of Appointment

1a. Details of Post

- Job Title: Family Support Worker and Pastoral lead
- Permanent
- 30 hours a week
- Grade and SCP: Grade 7 - 8

1b. Service Area & Team

To allow vulnerable families to have the capacity and skills to provide the right environment for children to develop fully, it is essential that a whole family approach is provided at the earliest possible stage to address any underlying issues that are associated with children not reaching their full potential. Working with the other agencies the Family Support Worker will be employed by the Trusted Schools Alliance and based at Stokesay Primary to respond to the needs of families, allowing early identification of need and responding with the right level of support at the right time to provide early help.

2. Level & Purpose of Post

The Family Support Worker and Pastoral lead will provide support and evidence-based interventions for children who meet the correct criteria at Stokesay Primary School.

The post holder should be able to work in a motivational and inspirational way to engage children and their families where appropriate.

3. Key Responsibilities

The post holder will:

- be designated safeguarding lead, attend core group meetings and conferences, and keep accurate records on CPOMS.
- be expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order to achieve specified outcomes but will not have direct authority over those involved.

4. Main Duties

1. To act as a point of contact in the schools for families in need of support.
2. To build effective relationships with pupils and their families.
3. On appointment postholder must be prepared to undertake training, attend workshops, and network meetings relevant to the post.
4. To ensure that correct early help pathway is followed, and accurate records are kept.
5. To follow Shropshire safeguarding practices and complete multi agency referrals.
6. Attend early help and safeguarding meetings and conferences as required.

7. To establish and maintain effective multi-agency links with the key partner agencies to promote an integrated and joined up approach to work with vulnerable pupils.
8. Work across all of the cluster schools to support vulnerable children at times of transition.
9. To ensure that there is a good working knowledge of EHM (Early Help Module, Liquid Logic).
10. To ensure that all work with pupils is recorded on Early Help Module.
11. To recognise, support and understand cultural differences, adapting practice to meet the needs of children as required.

Key duties:

1. To work with a case load of children identified.
2. To undertake planned and emergency work using a range of intervention methods and skills, supporting children to overcome any barriers.
3. To co-ordinate a family assessment where appropriate.
4. To work with the family and other agencies where appropriate to produce a SMART based action plan, with outcomes and measures identified which is then reviewed regularly.
5. To co-ordinate the involvement of all agencies working with individual children.
6. To be alerted to safeguarding issues within a family, raising these with the relevant School/s Child Protection Lead.
7. To support and enable families to exit the service successfully.
8. To provide agendas and reports as required.
9. To direct parenting support using, for example the Understanding Your Child Model, where appropriate, (either individually or in a group).
10. To attend and participate in the Early Help Partnership meetings, professionals' meetings, case conferences, Strengthening Families Locality meetings and relevant neighbourhood meetings, and prepare reports when required.
11. To implement a solution focused approach.
12. To maintain regular contact with families of children and young people receiving support to encourage positive family involvement in the child's/young person's learning.
13. To develop good relationships with a range of staff across both Adult and Children's Services as well as with non-statutory partner agencies.
14. To receive specialist training, as identified by the Headteacher, and facilitate intervention programmes when required such as No worries, Reach For The Top and Anger Management.
15. To provide written and verbal reports as required.
16. To provide regular workshops for identified children and their families.
17. To build effective relationships with local community services, charities, and faith organisations.
18. To lead school initiatives which promote extra-curricular experiences for our most vulnerable children.
19. To report to Local Governing Body in person or a written report 3 times a year.

Professional responsibilities:

1. To develop and maintain effective working relationships with colleagues within the team, local area, and organisation.
2. To receive line management and supervision as agreed with the line manager.
3. To maintain records securely, participate in data monitoring activities, and undertake evaluation procedures as advised by the line manager.
4. To develop and maintain appropriate boundaries of confidentiality with service users and professional colleagues
5. To maintain high standards of professional integrity and respect for others.

6. To ensure continuous self-development through training, supervision, and other appropriate means.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the post.

5. Conditions of Service

- a) The conditions of service are those adopted by the TrustEd Schools Alliance who have adopted and amended as necessary from those laid down by Shropshire Council and the National Joint Council for Local Government Services.
- b) This post is subject to the following:
 - Some occasional evening work may be required.
- c) This post carries eligibility to join the Shropshire Council Pension Scheme. Information about this will be sent with any formal offer of appointment.
- d) The post holder must work during term time, with no annual leave being granted unless in exceptional circumstances, and only with prior agreement of the TrustEd Schools Alliance.
- e) The appointment is subject to one month's notice in writing on either side.
- f) Smoking is not allowed.
- g) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on school business at the current agreed rate.