



Job Description

FAMILY SUPPORT WORKER

Full-Time/Annualised Hours plus Inset Days

Permanent Position

Reporting to:	Deputy Head, Senior Leadership Team
Purpose:	To provide focussed family support to young people and families with complex needs in order to improve engagement with school and regular attendance of each young person.
Areas of Responsibility:	<ol style="list-style-type: none"> 1. Develop home/school links to encourage good communication and overcome barriers to attendance between the school and families. 2. Identify and work with pupils who have poor attendance or are at risk of developing poor attendance. 3. To have specific responsibility for improving attendance across the school and in specific cohorts of pupils. 4. To work within the Attendance and Pastoral Teams to improve attendance rates across the school. 5. Support families to access information and benefits. 6. Practical help and emotional support for families particularly at times of crisis. 7. Organising meetings and drop-ins at appropriate times with the relevant young person and their families. 8. Engaging families in activities which supports their child's learning. 9. To have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding and lone working. 10. To be a Designated Safeguarding Officer, conduct Early Help assessments and work alongside external agencies. 11. To ensure all work with young people and their families is recorded and maintained to a high and consistent standard, accurate and up-to-date. 12. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school. 13. Support the attendance team, working with parents and carers to improve attendance and punctuality and where necessary, conduct home visits and welfare checks. 14. Identify with Deputy Head targeted cohorts of pupils. Work with parents, including school and home meetings. 15. Work closely with Student Support Managers to have greatest impact. 16. To work in conjunction with the attendance and Welfare Officer. 17. Work with SENDCO and PP Coordinator on linking attendance to achievement and attainment, including links with specific SEND needs. 18. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps.

	<p>19. Prepare reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions.</p> <p>20. Raise profile of Attendance and Punctuality across the school with pupils, parents and all stakeholders through positive rewards, clear messages home and profile within school.</p>
Whole School:	<ol style="list-style-type: none"> 1. Cover for Student Support Managers and Education Welfare Officer. 2. Assist with maintaining and collating pupil records. 3. Maintain manual and computerised records and management information systems. 4. Support school trips. 5. Manage caseloads and maintain casework documentation. 6. Contribute to and prepare information for meetings and support involving outside agencies. 7. Prepare bids for multi-agency support. 8. To work alongside SLT to maintain a consistent approach to family support across the school. 9. To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils. 10. To support and follow the policies and procedures set out on the Staff Pages of the school website and as directed by the Governing Body. 11. To participate fully in the school's performance management system for support staff.
Working Time:	<p>Full-Time Annualised hours contract to include working all inset days.</p>
Salary/Grade:	<p>NJC Scale 6, Point 19 – 22 £29,777 to £31,364 full time equivalent Annualised hours contract to include working all Inset Days</p>
Disclosure level:	<p>Enhanced</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: _____

Date: _____