



Job Description

Post: Family support worker

Responsible to: Deputy Head

Grade: SO2

Job Purpose

1. To promote and support child development, providing positive child centred support to parents/carers.
2. To support parents/carers of children 3-11 to increase knowledge of their child's development and to enable parents to feel confident in their role
3. To strengthen relationships between parents, carers, children and professionals.
4. To support parents to develop skills and strategies to parent their child as identified by the Multi Agency Family Support Team Meetings (MAT) or lead agency
5. To liaise with external agencies for the benefit of children and families

Main Duties

- To plan and carry out one to one and group sessions with targeted children.
- To build relationships with parents and carers, being visible during morning and after school.
- To coordinate and share information to support a team around the child.
- To have good communications with the admissions team, taking the lead on organising home visits for mid-term admissions and sharing written information to appropriate staff members.
- To support parents/carers care of their child through targeted work in the home, group work and coordinated services and activities and support with barriers such as housing and financial matters that impact on parenting.
- To coordinate and deliver parenting programmes to support parents/carers to develop an understanding of their child/ren's needs and strengthen their parenting skills.
- To provide structured and individual support to children and families using the appropriate assessment tools such as Common Assessment Framework (CAF), to create an individual plan with agreed outcomes, targets and review dates with the family.
- To deliver and evaluate a range of parenting and family programmes and groups to meet the needs of the community.
- To promote an environment that safeguards and protects children and when necessary take responsibility for ensuring the appropriate safeguarding procedures are adhered to.
- Assessing the needs of children and families by working jointly with other care professionals and relevant

service providers to determine appropriate interventions and support.

- To contribute actively to multidisciplinary assessments of children and parents/ carers and to the planning and provision of individual plans.
 - To develop a good knowledge and understanding of local resources and services; and support parents/ carers to access them.
 - To explore and offer in partnership with parents and the multi-agency team, creative and innovative responses to unmet needs through joined up planning and delivery of support to parents, under the supervision of the Deputy Headteacher.
 - To undertake, under the supervision of the Deputy Headteacher, baseline assessments for each child and parent/carer and ensure that agreed outcomes have been identified.
 - To work in partnership with parents and carers to strengthen and empower them to be able to care for their children.
 - To report child protection incidents and/or concerns to DSL/Children's Social Care.
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Personal development and awareness

- To participate in supervision, appraisal and continuous professional development.
 - To manage own workload and plan time effectively.
 - To keep line manager and senior management team and senior leadership team informed of all concerns, issues and potential areas of conflict.
 - To adhere to interagency child protection policies and procedures and attend regular safeguarding training.
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Communication

- To maintain clear and accurate records and produce written and verbal reports as required ensuring that all personal data is handled in a confidential and sensitive manner.
 - To attend regular meeting with your line manager.
 - To share information in accordance with Information Sharing Guidance.
 - To maintain up to date case files.
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General requirements

- The post holder must at all times carry out his/her responsibilities with due regard to the federations policies inclusive of safeguarding and Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with policy on Equality and Diversity and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children and young people that you are working with or come into contact with.
 - Ensure that the policies and procedures of the federation and LBH are followed, and that the service is always delivered in accordance with professional standards, and policy and practice of relevant statutory frameworks.
 - Work flexibly and respond positively to changing service needs and carry out any other duties within the scope of the nature and grade of the post, across the centre, as directed by the line manager.
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