



## **Family Support Worker**

**20 hrs a week**

**8.30 – 12.30 daily and 3 hrs on a Saturday each half term ( e.g. Dads & kids group)**

**Sept 2019 (Fixed term one year contract funded by the Brent Inclusion Fund)**

**TA level 4 (Behaviour, guidance and Support)**

### **Job Profile**

#### **The Core Purpose:**

To improve the life outcomes and opportunities for children in the Early Years to Y3 and their families by providing a range of family support interventions and activities.

#### **Job Context:**

- To work as part of the team at Kingsbury Green Primary School to deliver provision of parenting-skills focused family support to improve the social, emotional development and health of pupils at the school and their families.
- To give targeted individual support to families and carers who may be disengaged or not connected with school.
- To provide advice and signposting to enable families to access universal and targeted services.

#### **Job Purpose:**

- Working preventatively with identified families to provide early intervention, signposting, support and guidance in times of change and stress.
- Work directly with children and families, individually and in groups, particularly focusing on school engagement, parenting skills, behaviour management, play and practical support.
- Work with children who are at risk of exclusion from school supporting them and their families.

## **KEY ACCOUNTABILITIES AND TASKS**

### **Direct work with children and families:**

- Developing home/school links, to encourage good communication and meaningful engagement between the school and families
- Help with parenting skills by providing parenting guidance and support either on a one to one basis or to groups such as through Mother and Toddler group.
- Providing advice on how to develop and maintain positive discipline in the home
- Helping to improve attendance and late arrivals by monitoring and offering assistance
- Helping parents to understand the Education Health Care Plan process and / or other SEN issues
- Helping families to access information and benefits
- Organising meetings and drop-ins to encourage fathers to be involved with their children i.e termly Saturday workshop/ activity
- Supporting parents' attendance at appointments with outside agencies and follow-up as appropriate
- Engaging families in activities which supports children's learning
- Development of appropriate opportunities for parenting education
- Being aware of and adhere to agreed policies and procedures for Child Protection, Safeguarding and lone working.
- Facilitate appropriate courses and training for parents and cares in the school.
- Facilitate a caseload of up to 8 family cases as a member of the pastoral support team.
- Initiate and provide strategic, preventative intervention & support (e.g. nurture group ) in response to changing pupil needs

**Co-ordination and liaison with others:**

- To liaise on a regular basis with the pastoral support team, Headteachers, SENCOs or other staff
- Identification and appropriate referral of children in need cases for initial assessment to school's child protection officers
- Liaison with Locality Team staff
- Promoting healthy living by liaison with school welfare lead and ensuring appointments are kept
- Liaising with enrichment club leaders to ensure services meet the needs of local families
- Developing links with agencies that provide and promote learning opportunities for parents and carers.
- To attend multi agency, Team around the Family and Core Group meetings to discuss referrals and agree a work plan as requested.
- Keep careful and high quality records of meetings and contacts recording actions to be taken
- To ensure recording of all work with children and families is maintained to a high and consistent standard, accurate and up to date.
- To monitor and evaluate the effectiveness of the work and providing reports as required
- To identify needs and advocate the development of new work in the area to meet these needs.

**General:**

- To develop a whole school knowledge and understanding of how to support pupils at risk
- To attend meetings, run groups and deliver training as required
- Maintain an up to date knowledge and awareness of current legislation and initiatives related to the role
- To work within and equal opportunities and anti-discriminatory framework
- To take responsibility for own learning and personal development and to attend training as required

**FAMILY SUPPORT WORKER****Person Specification****Knowledge**

- Relevant childcare, education, social care or health qualification to NVQ Level 3 or equivalent and/or considerable experience.
- Safeguarding and child protection with up to date current practice through updates and refresher training (as a minimum every three years)
- Training in community work, counselling skills, or similar
- Training in facilitating targeted intervention groups e.g nurture or parenting groups
- Thorough knowledge of statutory services and relevant children's legislation especially child protection and safeguarding.

**Skills and Abilities**

- Self- driven, able to "hit the ground running" with ideas and the ability to influence and inspire others in setting up the support for children and families
- Ability to work with children and families in a variety of settings within school, at home or in the community raising the importance of education
- Ability to work flexibly and supportively with parents and carers

- Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers
- Excellent interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups
- Able and willing to speak confidently to a range of audiences
- Be tactful, diplomatic and sensitive with a good sense of humour
- Ability to take responsibility and work on initiative within set boundaries
- Excellent organisational and time management skills
- Excellent oral and written communication skills including a sensitive approach to children and adults
- Ability to keep clear accurate records
- Be a confident and skilled user of IT – able to use it with children and parents.
- Be reliable and trustworthy able to use judgment in receiving and dealing with sensitive information.

### **Essential Experience**

- Working with families and delivering effective support for families in Brent or similarly diverse communities
- Running parenting programmes and group sessions to support targeted families
- Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services.
- Able to set up and deliver programmes of family support work including group work and community activities.

### **Other requirements:**

- Able and willing to work flexibly as part of a team
- Commitment to self-development and willingness to undertake further training
- Full enhanced DBS clearance

### **Desirable:**

- The ability to speak one or more community languages
- To be familiar with “nurture groups” , “Emotions coaching” or “assertive mentoring”