



Title Family Support Worker NJE Grade 4	Department Bramcote Hills Primary School	Post Ref.
<p>Job Purpose</p> <p>To work closely with parents and carers to help overcome pupils' barriers to learning, whether inside or outside school. This will involve maintaining regular communication, putting interventions in place, and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils' development and progress.</p> <p>This role will be the first point of contact for families, local authority professionals and partner agencies, and so you will be able to manage difficult conversations tactfully, respectfully and effectively.</p>		
<p>Key Responsibilities</p> <p>To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies.</p> <p>To provide a consistent point of contact for all parties.</p> <p>To be a champion for prioritising the genuine needs of children.</p> <p>To develop and improve personal skills through participation in, and contribution to, formal and informal staff development processes and training geared to meet the requirements for the post and changing requirements of the department.</p> <p>To ensure confidentiality of information in respect of records maintained and tasks undertaken with school policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information.</p> <p>To maintain effective working relationships and thereby contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties/to take individual responsibility for one's own health, safety and welfare.</p>	<p>Key Duties</p> <p>As a Designated Safeguarding Lead (DSL), work with other DSLs in promoting the best interests of pupils, including but not exclusively, sharing concerns where necessary, signposting to and contacting outside agencies.</p> <p>To promote the safeguarding of all pupils in the school.</p> <p>To undertake 1-1 work with children and/or carers to meet specified objectives, and to participate in initial and ongoing assessment of needs. This could include some day-to-day pastoral intervention.</p> <p>To establish and maintain relationships with children, parents and foster carers to achieve specified objectives.</p> <p>To visit and support families in their own homes.</p> <p>To support pupils and families in ensuring good attendance at school.</p> <p>To liaise and build relationships with external agencies and professionals, following up on actions where necessary.</p>	

In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the postholder, will be expected to demonstrate commitment and to comply with the specific requirements and the spirit of the school Equal Opportunities Policy/Equalities Policy. This principle applies equally to all aspects of the role including any responsibilities relating to the provision and development of services.

To maintain regular communication with relevant staff to update them on progress of individual pupils.

To liaise and co-work with other agencies and professionals as required.

To support the Mental Health Lead in collaborating with the MHST team - managing caseloads and preparing referrals as required.

To carry out early help assessments.

To complete social care referrals and to attend a range of childcare meetings such as CAMHS consultations, professional meetings, core groups and review meetings as required.

To maintain case files and to provide verbal and written reports to meetings.

To facilitate the transfer of relevant pupil information for new starters and leavers.

To be committed to personal development and training and be proactive in sourcing relevant CPD opportunities.

To undertake administrative/routine tasks appropriate to the post.

The post holder will perform any duty or task that is appropriate for the role described