



# Blackmoor Park Infant School and Kindergarten



<b>Post title</b>	Family Support Worker
<b>School:</b>	Blackmoor Park Infants & Kindergarten
<b>Salary and range:</b>	SCP 19-23 (term time only) Full Time Equivalent: £29,777- £32,076 Actual Salary- £23,552 - £25,371 35 hours per week Term time only (38 weeks per year)
<b>Line manager:</b>	The Headteacher

## **Rationale**

This post is a school based staff member whose job it is to support children and their families and reduce barriers to learning. These barriers to learning may be a result of something happening within the school or externally.

## **Responsible to**

The Family Support Worker will work under the direction of the Headteacher and alongside teaching staff and existing pastoral systems to provide an extra layer of support for pupils.

## **Key Tasks to Support Families**

- Under guidance from the Headteacher and Trust Director of Safeguarding and Attendance to engage with vulnerable families in order to formulate a package of support
- To act as a point of contact in school for families in need of support
- To signpost families and refer for support when appropriate
- Liaise professionally with external agencies.
- To complete assessments with families in order to assist them in seeking the most appropriate support
- Work within safeguarding procedures and attend meetings as appropriate.
- To build effective relationships with families
- To maintain regular contact with families of children receiving support.
- To maintain record keeping in accordance with the policies and procedures in place in school

## **Key Tasks to Support Pupils**

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Act as operational coordinator for Young Carers.
- Promote inclusion and acceptance of all pupils
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Ensure all pupils have therapeutic support in place based on accurate assessments.
- Capture Voice of the Child and make recommendations as appropriate.

## **Key tasks to Support Staff**

- Ensure attendance information is accurately recorded into school systems.
- Identify patterns of absences and implement structures to improve attendance
- To support the senior leaders in identifying possible under attainment and underachievement linked to poor attendance or other barriers external or internal.
- To create therapeutic interventions in supporting learning of the identified vulnerable groups.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with plans
- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required.

## **Key Tasks to Support the School and Trust**

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- To assume Deputy Designated Safeguarding Lead responsibilities
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the training and development of other learning assistants involved with therapeutic interventions.
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues.
- Establish and maintain inventories of equipment and resources.
- Ensure accurate record keeping and kept secure.
- Provide reports such as case studies as required for Headteacher, Director of Safeguarding and Attendance, CEO and Directors.

## **Additional**

1. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
2. To be responsible for improving your own practice through observation, evaluation and discussion
3. To comply with GDPR, School policies and procedures
4. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
5. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
6. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

### **Note:**

**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.**

**The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.**

**The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.**

