

**Job Description and Person Specification
Trust Family Support Worker**

Role and Context	
Job Title	Trust Family Support Worker
Salary Grade	E
Job Type	20 hours per week Term time Permanent
Reports to	Head of Quality Assurance (Performance)
Effective Date	TBC
Team	Safeguarding Team
Job Purpose	<ul style="list-style-type: none"> • The FSW will be responsible to oversee and manage the Family Support Process across the Trust. • They will work directly with the school safeguarding teams and be expected to contribute to the safeguarding process of children across the trust. • Work with families to ensure that they have access to the correct support and to coordinate that support so that all professionals around the families are working together. • To work with parents in our different schools, supporting them and building their engagement with their child’s learning. • To act as a point of contact in school for families in need of support.
Other Information	<ul style="list-style-type: none"> • We are committed to early intervention for our families and believe that this role will be able to deliver a package of support to ensure that safeguarding concerns do not escalate over time. • Working in partnership with families, parents, carers and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation in their community.
Principal Accountabilities	
<ul style="list-style-type: none"> • Champion the rights of the child • To co-ordinate Family Support Process Assessment and delivery, up to Tier 3 Level. • Promote high levels of engagement from families in the FSP process. • Promote high levels of engagement from external agencies to support each family 	

- Work collaboratively with parents, schools and external agencies to ensure children have the opportunity to thrive.
- Work with the children to ensure that their voice is heard in every process
- Identify, in partnership with parents, their needs for parenting accessing support groups or training opportunities for those wishing to enhance their relationships with their children and deal positively with challenges arising from their complex needs.
- Support parents and their children through transitions to ensure continual engagement with school and learning.
- Ensure opportunities for all parents to develop their understanding and knowledge of their children’s learning and development.
- Encourage good relations and effective dialogue between parents and teachers about children’s progress.
- Enable increased opportunities for parental involvement in school life.
- Help to identify and support access to alternative learning opportunities where appropriate.
- Support schools in developing effective practice for working in partnership with parents.

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Participate in regular performance management;
- Complete all required training.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant Family Support Training • Multi-agency training • Trust wide role • Have a driving license with access to a vehicle. 	<ul style="list-style-type: none"> • Hold a Level 3 NVQ or equivalent in a relevant area • Hold a first aid certificate. • Hold a counselling qualification.



Experience	<ul style="list-style-type: none">• Experience of managing and running the Family Support Process• To manage and organise their time effectively.• Implementing support measures and monitoring their effectiveness.• Using relevant technological systems in order to track and analyse pupils' data.• Working with vulnerable children and families.• Handling safeguarding concerns, including following confidentiality measures.	<ul style="list-style-type: none">• Experience in managing a case load at Section 17• Working in culturally diverse communities.• Forming, developing and maintaining partnerships with external support agencies.• Good practice procedures for working with children and families.
Skills/Knowledge	<ul style="list-style-type: none">• Carry out all aspects of the role to a high standard at all times.• Communicate with colleagues, parents and pupils in a friendly and professional manner.• Undertake their work within an anti-discriminatory and empowerment framework.• Reflect on their own practices and undertake training to continue their professional development.• Write clear and accurate reports on pupils' needs and progress, accounting	



	<p>for teachers' comments and feedback.</p> <ul style="list-style-type: none">• Demonstrate planning, organising and monitoring skills.• Support people in distress and crisis.• Demonstrate their understanding of children and	
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General Information

All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.

Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you. This job description does not form part of your contract of employment. You may be required by the Trust to undertake any duties within your skills and capabilities that the Trust reasonably considers necessary to meet business needs.