

## JOB DESCRIPTION/ PERSON SPECIFICATION

<b>Position</b>	<b>Family Support Worker</b>
<b>Responsible to</b>	<b>Headteacher – Parkside Academy</b>
<b>Responsible for</b>	<b>N/A</b>
<b>Pay scale</b>	<b>NJC 16 – NJC 19</b>
<b>Hours</b>	<b>37 – Term Time Only 39 weeks</b>

### Job Description

<b>Core Purpose</b>	To provide focused family support to families with complex needs which: improves parenting capacity, adult capacity for employment and educational attendance of children, as well as decreases offending and other behaviours which cause risk to children and targets Early Intervention. To work with parents and their children in their homes and in groups, outside of core office hours, to increase the skills, confidence and abilities of all family members to live their daily lives in a positive and safe way
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### Main Responsibilities:

- To offer emotional and practical support to parents and their families, in their school, own homes and in the community.
- To offer a whole family / family centred approach to families with complex needs and who are identified as requiring early help.
- To ensure you have an understanding (appropriate to your role) of, and comply with, FET procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- To build a trusting relationship with the parents and young people to help alleviate or break their social isolation and increase capacity.
- To build up knowledge and understanding of local resources and community and statutory services, including Mental Health Teams, Social Services, Health, CAMHS, Family Centres, voluntary services, and communicate effectively with them in the best interests of the child and family.
- To comply with FET's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- To work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of the work.
- To comply and contribute actively to the required monitoring of outcomes for the service.
- To help plan creative and innovative responses to families' needs and keep high quality records and assists with the preparation of reports.
- To attend conferences, review meetings, supervision and training sessions as requested.
- To ensure that work is carried out within a framework, which promotes equality of opportunity in accordance with FET's policies.
- To comply with FET's Health and Safety policy, data protection policy and to protect your own and other's health, safety and welfare.

- To ensure you have an understanding (appropriate to your role) of, and comply with FET's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- To work flexibly as well be required by the needs of the service and carry out any other reasonable duties as required.

### **Whole Trust Responsibilities:**

- Be a positive influence on the climate and culture of the Trust and lead by example at all times
- Take responsibility for own ongoing personal development and growth of expertise.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **Other:**

- Attend staff meetings as required.
- Carry out any responsibilities, as directed by the Headteacher, compatible with the role and grade of the post
- Be willing to work at other locations in the Trust

## **Person Specification**

### **Qualifications and Professional Development:**

- An appropriate qualification equivalent to at least NVQ level 3.
- Knowledge and experience of direct work with families who have complex needs.
- Knowledge of the roles and responsibilities of statutory and voluntary services and experiences of liaising with them.
- Understanding of Safeguarding for children and vulnerable adults.
- Experience of working in culturally diverse communities.
- Experience of working with people in schools and their homes.
- Ability to undertake the work within an anti-discriminatory and empowerment framework.
- Excellent interpersonal and communication skills.
- Ability to work both independently and as a member of a team.
- Ability to give accurate information and practical support to family members of all ages.
- Ability to write clear and accurate reports and use regular IT packages.
- The ability to reflect on own practice; undertake training advice and constructive feedback.
- Ability to work hours in a flexible way.
- A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.

<b>APPROVALS:</b>			
<b>LINE MANAGER</b>		<b>Name</b>	
<b>Signature</b>		<b>Date</b>	
<b>HEAD OF ACADEMY</b>		<b>Name</b>	
<b>Signature</b>		<b>Date</b>	
<b>EMPLOYEE</b>			
<b>Signature</b>		<b>Date</b>	