

**KING'S OAK PRIMARY SCHOOL
JOB DESCRIPTION**



JOB TITLE: Family Support Worker (Attendance & Family Liaison)

GRADE: Level 3

RESPONSIBLE TO: Deputy Head Teacher - Inclusion

JOB PURPOSE:

Provide a timely and early intervention, child-centred service that builds a positive partnership between home and school to support children's development and learning.

Support families showing early signs of difficulty, signposting them to more specialised help and support when necessary.

Work within the context of the five priority areas to promote, develop facilitate and deliver where appropriate, social and emotional support to children and their families and facilitate family learning activities and parental involvement.

To improve school attendance through the effective working with pupils, families, Inclusion teams and other agencies, analysing data to guide interventions and evaluating their impact.

Main duties and responsibilities:

1. Offer support, guidance and practical help to parents/carers to strengthen communication between home and school and school and home.
2. Work with the Head Teacher, school staff and other agencies to identify, develop and implement strategies to engage families and support children and young people in achieving their full potential.
3. Work within a multi-agency context, using the Common Assessment Framework, to identify the needs of children and young people, working with their parent/carers through school-based meetings and home visits, to identify resources and the support needed. This may entail referral to other agencies using established processes, e.g. where co-working arrangements may be appropriate, e.g. Behaviour Support Services, EWO, 0-19 Team, Health Visiting, CAMHs, EHA etc.,
4. To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.

5. To monitor and evaluate attendance and punctuality data so as to review the success of the school policies and initiates to improve the attendance and punctuality of pupils where this is of concern.
6. In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.
7. To offer general advice to parents on education matters.
8. Support the school's breakfast club and lunch club.
9. To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
10. To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system.
11. Work with families on pupil's behaviour and attendance issues.
12. Provide support to families at times of key life transitions.
13. Work with parents/carers to identify why their children are not achieving full attendance. Ascertain the probable causes of the absences, suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child, family and EWO.
14. Maintain accurate written records of work undertaken and prepare written reports for formal meetings if required. Maintain files and records in accordance with agreed policies and guidance.
15. Promote Family Support Work and facilitate, as required, meetings with parents/ carers, staff meetings, conferences, consultation, signposting families to appropriate information guidance and advice.
16. To have knowledge and appreciation of the range of activities, courses, opportunities, organisation and individuals that could be drawn upon to provide extra support for pupils and families.
17. Participate in individual supervision sessions, participate in staff meetings and attend relevant training. Seek continuous professional development.
18. Ensure the development and progression of equality within the sphere of responsibility of the job description and the fair and equal treatment of all.

19. Take reasonable care of the health and safety of themselves and others, i.e. Lone Working Policy.

20. To undertake home visits to parents/carers as appropriate to enable effective support to families.

21. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

22. To undertake other duties which are of a similar level and responsibility as may be required from time to time.

Job descriptions will be reviewed annually at the time of the post holder's annual appraisal but may be reviewed at any time.

Signed (Line Manager) Date

Signed (Post holder) Date

**KINGS OAK PRIMARY SCHOOL
PERSON SPECIFICATION**



JOB TITLE: Family Support Worker (Attendance & Family Liaison)

Attributes	Essential	Desirable
Education/ Qualifications	<p>GCSEs in English and Maths at grades A* - C or equivalent</p> <p>NVQ Level 3, NNEB, DipSW or equivalent in relevant subject field (including Teaching Assistant)</p> <p>Evidence of on-going professional development</p> <p>First aid qualification or willingness to undertake</p>	<p>A relevant qualification obtained from further education</p> <p>Counselling qualification</p> <p>Up to date knowledge of Statutory Safeguarding Legislation</p>
Experience	<p>Recent and relevant experience of working (paid or voluntary) with children and families</p> <p>Experience of working within a school, community setting or in child protection work</p> <p>Experience of delivering individual or group based support</p>	<p>Experience of supervising others</p> <p>Experience of signposting families to other agencies</p> <p>Experience of improving attendance strategies</p>
Skills/Knowledge/ Aptitude	<p>Effective IT Skills including Microsoft Office (Word and Excel)</p> <p>Good interpersonal and communication skills with a wide range of audiences</p> <p>Good organisational skills and accurate record keeping skills</p> <p>Working knowledge of school attendance processes</p> <p>Ability to develop and maintain effective working relationships with a wide range of people</p> <p>Ability to support best practice in managing behavior, attendance and punctuality</p> <p>Ability to work with autonomy within set boundaries</p>	<p>Experience of using management information systems</p> <p>Good Knowledge of the local community and school</p>

	<p>Ability to demonstrate empathy and warmth in difficult situations</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Act with diplomacy, discretion and confidentiality</p>	
Motivation	<p>Strong team player with the ability to support colleagues effectively</p> <p>A flexible approach during busy times of the academic year</p> <p>Commitment to own professional development</p> <p>Interest in own personal development and willingness to undertake further training</p>	