

## Job Description

**Job Title:** Family Support Worker (FSW)

**Responsible to:** Deputy Headteacher

**Line Manager:** School Business Manager

### General Description of Post

To assist in tackling underachievement and lack of participation by working in partnership with families, parents, carers and young people in a school context. The work will enable young people, particularly the most disadvantaged, to have full access to educational and extended school opportunities to overcome barriers to learning and participation.

### Main Duties and Responsibilities

- Support parents and carers of young people with early signs of social, emotional, health or behavioural issues and work with them, other school staff, and support agencies, to prevent problems worsening and interfering with the young person's ability to engage with school and learning.
- Provide impartial information to parents about school and other relevant local services available to young people and families, including those provided by education, social care, youth justice, child care providers, the voluntary sector and others.
- Promote and support positive parenting, for eg. Organise and lead parental workshops / coffee mornings.
- Encourage good relations and effective dialogue between parents/carers and teachers about young people's progress.
- Help support the improvement of attendance across the school and conduct home visits.
- Ensure parents/carers feel confident to engage with their young person's education by supporting family learning opportunities at the school.
- Support parents and their young people through transitions to ensure continual engagement with school and learning.
- Build positive relations with schools in the cluster and promote the work of the PSW to ensure sufficient school and self-referrals.
- Support the additional needs of parents/carers through referral to appropriate services such as adult mental health, housing, domestic violence services etc.
- Apply the school's behaviour management systems and support parents/carers in understanding the behaviour policies so that effective learning can take place.
- Maintain appropriate records as required using systems like CPOMs and Google sheets.
- Follow agreed policies for communications in the school and work to school policies and procedures.
- Be aware of school and statutory frameworks that directly impact on their own work with students.
- Help maintain a safe and secure learning environment.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated in to the job description in specific terms.

**Support Parental Engagement in School by:**

1. Establishing, developing, monitoring and maintaining positive relationships.
2. Identifying and addressing signs of conflict and notifying others so that a resolution can be accomplished.
3. Being aware of confidentiality issues linked to work in a school and keep confidences as appropriate.
4. Participating in appropriate school-based meetings, training activities and conduct home visits alongside colleagues.
5. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the School's Conditions of Service.
- d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Name: .....

Signed: ..... (Postholder)      Date: .....

Signed: ..... (Headteacher)      Date: .....