



JOB DESCRIPTION

JOB TITLE: Family Support Officer

GRADE: NJC 09

PURPOSE OF JOB:

To work with our current DSL to lead the effective co-ordination of safeguarding practices, processes and systems in school.

To work closely with children and families to deliver pastoral care. This may be in the form of meetings, home-visits, mentoring children in and out of the classroom, emotional intervention support through the Hope programme, supporting attendance, first day calling for absence etc.

To assist in tackling underachievement by working in partnership with families, parents, carers and children 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.

To be responsible for identifying, planning, managing, delivering and monitoring a variety of wellbeing support activities.

To initiate, develop and maintain effective links and working relationships with all partners, Senior Leaders and other school staff, external agencies, parents/Carers and volunteers.

To report to the Headteacher, Designated safeguard lead and the Academy Council.

Safeguarding:

- Provide safeguarding advice and guidance to staff, volunteers and visitors working within the school.
- Follow the correct protocols to make referrals to Social Services and other statutory agencies, in response to concerns raised by stakeholders
- Keep up to date records of all concerns and responses and ensure compliance with safeguarding standards
- Ensure compliance with statutory duties for schools and early years settings, in accordance with current guidance and legislation
- Assist school leaders in ensuring compliance with safeguarding responsibilities and ensure robust analysis of data for Academy Council
- Assist in undertaking safeguarding audits of standards and practice within the setting
- Support lead designated staff in safeguarding processes – Early Help, Child in Need and Child Protection
- Provide clear information relating to children and young people and their families, which will assist in the risk analysis processes and include academic/attainment information for vulnerable children.
- Undertake all necessary training in order to fulfil the role and its associated responsibilities.



Parenting support and information:

- Promote high quality at home parenting such as promoting conversations between parents and their children
- Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
- To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- At the request of parents and the school to talk to children experiencing difficulties and convey the voice of the child to parents and school staff.
- Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.

Reporting:

- Keep records and all documentation pertaining to meetings/contact with children and young people and their families.
- Conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of parenting courses by the delegates.
- Keep informed records of all action taken to improve the attendance of pupils.

Training and supervision:

- Attend training.
- Attend supervision.

Other requirements:

- Unequivocal references will be required.
- The responsibilities of the post require the post-holder to have significant unsupervised contact with pupils and their families and enhanced Criminal Records Bureau disclosure will be required prior to appointment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All duties and responsibilities must be carried out with due regard to the Council's existing policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection etc.
- Any other duties and responsibilities within the range of the salary grade.