

Child and Family Support Worker
Job Description/Person Spec



Child and Family Support Worker

Start Date: As soon as possible

Salary: F17 – 21 dependent on experience

We are seeking to appoint a highly motivated and committed Child and Family Support Worker to support our Principal and SENCo at Henry Hinde Infant School. The post will be available as soon as is practical and is initially a temporary appointment until at least August 2019.

The purpose of this role is to engage with parents/carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for pupils.

The 21.25 hours will be worked over 5 days predominately between 8.45am – 1.00pm, although ideally some flexibility to attend afternoon meetings would be beneficial. The duties will involve:

- Develop and maintain effective contact and communications with parents/carers and families including home visits;
- Work with a range of school staff to help plan and deliver strategies and intervention to address individual pupil issues;
- Provide guidance to families to reinforce their self-esteem and support pupil achievement;
- Implement action plans with parents/carers to monitor and report on progress and achievements;
- Signpost families to sources of advice and guidance;
- Support school strategies to ensure excellent behaviour and attendance;
- Work with external agencies;
- Maintain pupil records and case files;
- Develop and deliver a programme of family-related activities to meet the needs of the school community.

If you have the skills and experience that we are looking for then we would be delighted to hear from you. You are also very welcome to arrange a visit to see the school prior to interviews.

Closing date for applications – **12.00pm on Monday 25th February 2019**
Interviews – **Friday 1st March 2019**

Please return all applications to the Principal, Henry Hinde Infant School, Grenville Close, Bilton, Rugby, Warwickshire, CV22 7JQ (01788 814848)

This post is subject to an Enhanced DBS check.

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Job Title	Child and Family Support Worker
Grade	F17 – 21 (dependent on experience)
Post	Part-time 21.25 hours (8.45 – 1.00pm ideally with some flexibility)
Reports to	Principal and SENCO
Liaison with	Teaching staff, support staff, pupils, parents, governors, feeder nurseries, junior school and other agencies
Job purpose	<ul style="list-style-type: none"> • To work under the direction of the Principal, in partnership with other professionals, to offer practical help and emotional support to pupils and families experiencing various problems • To support pupils and their families in school, community and home settings and provide regular ongoing assistance to support inclusion • To provide a friendly, approachable and confidential point of contact for families • To provide support for staff (including the Principal) in the school, particularly when dealing with challenging or vulnerable pupils and families.
Specific duties	<ul style="list-style-type: none"> • To support pupils in school, community and home settings • To work with parents and carers to develop parenting skills and promote children’s wellbeing and emotional and social development • To establish positive relationships with pupils and families. • To develop and enhance parental and carer engagement with the school and other agencies • To maintain appropriate and confidential written records • To produce reports for reviews and meetings as required • To work collaboratively with professionals from a range of agencies supporting the child and family • To provide advice regarding referrals to other agencies • To be a point of contact for both telephone and face to face enquiries, taking messages and making appointments • To be responsible for organising a daily check on the attendance and punctuality of identified pupils • To initiate and carry out periodical register checks • To liaise with Principal and EWO and other support services to monitor attendance rates

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	<ul style="list-style-type: none"> • To liaise with feeder nurseries and gain any relevant information on new pupils • To liaise with feeder junior and secondary schools in particular where older siblings are taught • To provide advice and support for pupils returning to school after a long period of absence • To work with individuals or small groups of pupils under the direction of teaching staff • To promote the inclusion and acceptance of pupils with special needs • To attend to pupils' personal needs including help with emotional, social, welfare, care and health matters • To administer First Aid and medicine to pupils as required and in keeping with the school policy • To liaise with parents and staff regarding pupils' sickness, injury or pastoral concerns • To make announced and unannounced home visits • To organise visits from the school nurse etc and liaise with them as necessary • To promote positive pupil behaviour in line with school policies and help keep pupils on task • To understand and apply school policies in relation to health, safety and welfare • To support pupils at lunchtime • To identify issues that are barriers to learning and work with families and other agencies to provide support • To work with relevant staff in the analysis of school data in order to identify where early intervention may be required • To attend relevant training and take responsibility for own development • To attend relevant school meetings as required • To respect confidentiality at all times <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.</p>
<p style="text-align: center;">General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment the context of the job, skills and grade.</p>

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FACTORS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • GCSE English and Mathematics (or equivalent) • Driver's Licence and access to a vehicle 	<ul style="list-style-type: none"> • A relevant Degree • First Aid/ Health and Safety • A professional qualification relevant to the post such as social work, teaching, youth work or other • DSL • Early Help Trained
Experience and Knowledge	<ul style="list-style-type: none"> • Excellent organisational skills and ability to maintain an organised and professional working environment • Understanding and knowledge of child development • Safeguarding and child protection awareness 	<ul style="list-style-type: none"> • Crisis intervention skills • Group work ability • Working to prevent family breakdown • Experience of direct work with children and families • Experience of working in family homes
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work in partnership with children and families and also with other agencies and professionals • Ability to work on own initiative and under supervision • Ability to motivate self and others to achieve change • Ability to communicate effectively with children and families in individual and group settings • Ability to maintain accurate written records and produce concise and informative reports • Ability to recognise own limitations where specialist skills are required • Ability to maintain a professional distance whilst fostering close working partnerships • Ability to make informed decisions using delegated authority • Good ICT skills 	
General Qualities and Expectations	<ul style="list-style-type: none"> • Positive, professional manner • Good communication skills • Committed to professional development and performance management • Willingness to undertake duties outside normal working hours if required 	