

HEALTH FOR ALL (LEEDS) LTD



Morley Cluster
Family Support Worker

JOB DESCRIPTION

SALARY	£26,100 Full Time per annum
HOURS	35 hours per week: Monday – Friday
OFFICE BASE	Morley Cluster Office Churwell Primary School
RESPONSIBLE TO	Day to Day Line Management: Morley Cluster Manager and organisation support from Health for All Young People & Families Operations Manager.
REPORTS TO	Morley Cluster Manager

MAIN PURPOSE OF POST

To work in the school community in order to engage parents and families. Supporting parents to access self-development and parenting programmes. The role will support children and young people to fully access self-development and educational opportunities in schools and other settings.

To help children, young people and families overcome barriers to learning and participation and achieve their full potential.

To implement strategies in school to improve attendance .Provide reports and statistics to monitor individual children’s attendance and signpost children causing concern to the Cluster’s Care and Support group.

To encourage good relationships and positive dialogue between parent/carers and schools to develop mutual respect, understanding and confidence.

To encourage and empower children, young people and families to take responsibility for their welfare and development through widening aspirations and opportunities.

To work with Parents/Carers, schools, children’s centres and other agencies to safeguard children and young people.

To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

DUTIES:

1. Work on own initiative with children, young people and families during and beyond the school day and in the holidays, including signposting and promoting high quality 'at home' parenting and offer skills development opportunities through 1:1 and group work. Monitor and evaluate the impact of these activities and report to line manager.
2. Liaise with schools, Children's Centres and agencies involved with children and young people to support the needs of families. Use knowledge to influence school partners and children's centres to shape provision and approach to their work with families.
3. Support parents/carers to attend Parent evenings or day-time sessions. Monitor and promote parents' attendance at these meetings.
4. Undertake Early Help & Formulation to support parents to access self-development and parenting programmes, working in the school community in order to engage parents and families.
5. To help children, young people and families overcome barriers to learning and participation and achieve their full potential
6. Lead a team of support workers in all aspects of pupil and family support reporting regularly to the Senior Leadership Team (SLT) and Governing Body.
7. Plan and evaluate after school activities at school ensuring activities are inclusive and open to all.
8. Work in partnership with Cluster Manager, schools, Children's Centres, agencies and other partners to influence and negotiate opportunities for children, young people and families via newsletters, websites and other publications.
9. Manage and maintain accurate records of case load and target group work for reporting trends and issues where appropriate to SLT.
10. Create effective medium term plans to meet individual objectives and identify how these contribute to the overall School Development Plan.
11. Signpost, encourage and support individuals and groups of parents/carers to access personal development opportunities, as well as liaising with partner agencies including adult education establishments.
12. In partnership with other family support workers, schools and agencies plan, administer and facilitate the delivery of a variety of short and medium term programmes aimed at engaging and supporting parent/carers, including STEPS and Evidence based programmes such as Incredible Years.

13. Plan, facilitate or deliver School Events and Family Days and contribute to joint evaluation of outcome of these with Cluster schools and other agencies.
14. Source, develop and promote cluster family information resource (virtual and paper) that will be accessible to all stakeholders.
15. Structure, organise and support transfer and transition processes and evaluate the effectiveness of these in order to inform future practice. Organise and provide support with other school based staff for planned transfer information sessions/events for parents at all Key Stages of a young person's school career.
16. Work with families of Looked after Children at school. Act as advocate for children or carers and contribute to multi-agency meetings if necessary.
17. Accurately record and monitor progress of individual case load, taking action to deal with cases as appropriate.
18. Use judgement to prioritise case load, taking account of resources and access to support from partner agencies.
19. Analyse data to identify trends to shape future delivery and support development of short, medium and long term action plans based on needs.
20. Complete half termly reports, analysing and evaluating achieved and planned targets in line with the School Development Plan
21. Action referrals for children, young people and families to other agencies, seeking advice as appropriate for difficult or unusual cases.

Family Support Worker – responsibilities towards pupils with attendance and behaviour issues

- Conduct home visits, where safe and appropriate, in order to promote good attendance and behaviour at school. This should be done in co-operation with Attendance Improvement Officers attached to cluster.
- Work in partnership with schools, the attendance co-ordinator in each school and other agencies to identify and contribute to strategies aimed at tackling truancy at an early stage.

Family Support Worker – responsibilities towards Safeguarding Children

- Ensure designated Child Protection Training is up to date.
- Collate information and write reports for Social Care meetings and attend Social Care conferences when required.
- Report to the Head teacher and Inclusion Manager any children or families causing concern.

Other duties

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1. To attend training and relevant meetings as directed by the line manager.
2. To attend Health for All young people and families team meeting and other relevant meetings as directed by Health for All Young People & Families Operations Manager.
3. To link with other Young People and Families projects from Health for All
4. To ensure compliant with Data Protection regulations and new GDPR (General Data Protection Regulation) rules.
5. To undertake any further tasks required to further the aims and objectives of Health for All.
6. To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Equality and Diversity policy and other policies.