



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Family Support Worker
Responsible to:	Vice-Principal: Pastoral
Salary:	NJC Point 12 to 17
Hours/weeks:	37 hours per week 39 weeks per year (38 term weeks plus 5 days)

JOB PURPOSE:

- To ensure day to day practical assistance to the Vice-Principal: Pastoral, Deputy DSL and Attendance and Welfare Officer in promoting student wellbeing and attendance
- To be a consistent point of contact for students across the Academy
- To work with hard to reach families and families who require extra support both via informal Tier 2 support services and more formal EHA support
- To support student attendance, welfare and safeguarding across all year groups as the Family Support Worker

RESPONSIBLE FOR

Supporting the senior pastoral team and have a key role in:

- Care and guidance of students across the Academy
- Welfare and well-being across the Academy
- Support for vulnerable pupils across the Academy
- Liaison with external agencies
- Engaging hard-to-reach families
- Communication and record keeping relating to welfare and well-being across the Academy
- Admin support in relation to attendance and welfare matters

Duties - Pastoral

Overview

Student welfare and development

- Liaise with relevant internal staff for student welfare
- Liaise with outside agencies as the need arises and represent the academy at meetings concerning students in the year group
- Work with students, one to one, to encourage them to maximise their potential through a range of strategies and support/contribute to intervention programmes
- Offer support to students with welfare problems, through discussion, practical resolutions and where necessary arrange counselling, both inside and outside of school, liaising with parents/carers where appropriate.

Welfare & Wellbeing

- To support the welfare and wellbeing team to action CPOMS alerts as required
- To ensure that all safeguarding processes and procedures up to EHA level are co-ordinated, recorded and attended
- To create risk assessments for behaviours, such as self-harm or sexual behaviours, as required
- To ensure that all aspects of paperwork, physical and electronic, have been recorded, completed and filed correctly
- To build and maintain professional links with external agencies to ensure that the best support for pupils may be secured
- To act as Safeguarding lead in the absence of the Senior DSL and Deputy , for students in all year groups and to attend meetings and complete paperwork as required
- To ensure that information is shared with DSLs, members of the pastoral team, staff, students, parents and any other key stakeholders as directed
- To provide information for the Pastoral Team, Senior Leadership Team and Board of Directors as requested
- To support other DSLs in the Academy, and the Trust, as required
- To promote, contribute and support the Trusts and Academy's culture of wellbeing through signposting training, offering advice and guidance to staff, holding drop-in sessions for wellbeing and supporting the Academy to be involved with local and national well-being initiatives
- As a member of the frontline welfare team responsible for responding, as appropriate in times of crisis (for example pandemic, bereavements, accidents, incidents – inside and outside of school) as directed by the Senior Leadership Team

Attendance and Punctuality Support

- Provide cover for Attendance Officer in case of absence and so commit to receiving training on all attendance systems needed for day-to-day operations for that role
- Day to day operation of the student attendance and punctuality matters at the academy ensuring accurate information is recorded using the SIMS system
- Play a key role in ensuring whole school attendance figures rise, and figures for the amount of Persistent Absence at the academy fall
- Engage with a range of students who have attendance issues, identifying any barriers to excellent attendance and communicate with the pastoral team and parents accordingly
- Complete administrative tasks as required such as late gate processes, punctuality processes, maintaining and preparing safeguarding files for transfer etc
- Make timely referrals to external agencies and regularly follow up on cases
- Use Truancy Call daily as an aid to ensure all parents are notified immediately of student absence
- Support the production of am/pm registers for all classes in the event of a fire or fire drill
- Support HOY & the Leadership Team to implement a system of rewards for excellent attendance
- Maintain student files, ensuring that all files are handled in compliance with data protection regulations
- Complete home visits for missing and vulnerable students on a weekly basis; and to engage hard-to-reach families where necessary
- To attend, support and partake in the administration and organisation of pastoral team meetings and implement agreed strategies relating to student attendance and wellbeing

Working with Parents, Carers and External Agencies

- Meet with parents where appropriate/necessary to express concerns
- Work closely with the DSL, Deputy DSL, the Leadership Team, parents and NNC to identify attendance concerns and implement strategies to improve attendance
- Meet with parents where appropriate/necessary to express concerns
- Contribute to strategies to improve attendance and ensure that all stakeholders are aware of the approach
- Monitor the welfare of students arising through issues with poor attendance and in liaison with the pastoral team, implement strategies to support and reintegrate students into full time education
- Ensure accurate records are kept of all communication with parents, both written and verbal

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Student Welfare

- To support the Senior DSL
- Be alert to the signs and symptoms of abuse
- Receive disclosure of abuse from students, or information regarding suspicion of abuse from other members of staff
- Meet with parents where appropriate/necessary to express concerns
- Make appropriate referrals about actual or suspected abuse
- Inform parents/carers of the above where appropriate
- Liaise with Social Care as needed
- Contribute to child protection case conferences as needed (this will be exceptionally rare for this post)
- Monitor students subject to referrals or on the 'at risk' register and provide ongoing support
- Attend training sessions where appropriate
- Complete and submit EHAs as required
- Obtain DSL qualification and maintain this through ongoing CPD at least annually

General

- Maintain confidentiality at all times.
- Deal with incidents of First Aid as a qualified First Aider
- Responsibility for safeguarding and promoting the welfare of children at the Academy. The Board of Directors 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 Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To contribute to pastoral duty rotas as required such as late gate
- To carry out other relevant duties as may be reasonably requested by the Vice Principal, Co-Principals and Board of Directors commensurate with the pay and grade of the post.

Signed by Post holder

Date

Signed on behalf of the Academy

Date
