HWVSP Local Schools' Partnership Family Support Service

HWVSP Family Support Worker Job Description

Grade	H5 – H7 dependent upon experience
Reports to	Line Manager & H&W Management team
Contract	2 year contract
Hours	18 hours per week (3 days)
Base	Community Alliance Centre, Hertford, and travelling to local schools and families

Purpose of the Job

- To provide early intervention family support for vulnerable families with children (mainly) of primary school age.
- To develop parenting skills in order to improve the social and emotional development, ability to learn and the health of children.
- To support pupils in maintaining good relationships and positive well-being.
- To support pupils in consistently attending school.
- To support parents of children who may be diagnosed, or waiting for diagnosis of SEN
- To support families faced with challenges in housing, mental health, relationship breakdowns, financial management
- To work in partnership with other agencies where appropriate eg: housing, legal, citizens advice, social care, health, police.

Main Areas of Responsibility

1. To work with families (identified by schools within the Partnership) in their own homes and in schools giving targeted time support which will provide appropriate information, advice, practical and emotional support to parents and carers such that it enhances their ability to care for their children and provide a safe, nurturing home. This will include outreach work and home visits.
2. To work with parents/carers, school staff and directly with children to increase children's ability to attend school consistently, to ensure effective and successful inclusion at school, to develop social and safety skills, to learn effectively and to be active, valued members of the school and wider community.
3. To advise and inform parents/carers about relevant local services and where appropriate make referrals to other agencies to access specialist support to increase their capacity to support their child's learning.
4. To support the early help module/families first assessment process, and help ensure that service users receive co-ordinated multi-disciplinary support by establishing and maintaining

effective liaison with colleagues including health services, social care and other statutory and voluntary agencies.

5. To support families undertaking an Education, Health Care Plan (EHCP).
6. To co facilitate parenting workshops and courses across the Partnership if required.
7. To support the monthly parents support group(s) for parents of children with autism.
8. To provide drop advice sessions and other activities with a focus on SEND with partnership schools as required.
9. To maintain records of work and adhere to guidelines on confidentiality and information sharing.
10. To provide monitoring information, evaluations and case studies to the Schools' Partnership as required.
11. To work flexibly as required by the Schools' Partnership to take part in meetings and school events to promote and support the work of the family support service.
12. To attend training, supervision and development opportunities as directed by line manager in order to develop skills and knowledge and keep up to date with developments in family support work.
13. To be aware of and comply with all policies and procedures, in particular safeguarding, health, safety and security, confidentiality and data protection and report all concerns to an appropriate person.
14. To undertake any other reasonable duties commensurate with the grade and experience as directed by line manager.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

Health and Safety

It will be the duty of every employed while at work to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work.

While working off site (for example on home visits) the post holder will follow relevant lone working and assessment guidelines issued to staff to ensure their safety and the safety of others.

Equal Opportunities

A commitment to equal opportunities. Mount Grace School is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way deliver services.

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Person Specification: Family Support Worker:

	Essential	desirable
Qualifications	Good standard of general education including GCSE or equivalent Maths and English.	Training in SEND
Knowledge	Knowledge and understanding of the needs of Children and Young People with SEND/ASD. Understanding of Child Protection and Safeguarding Policies and Procedures. Knowledge and understanding of confidentiality and professional boundaries.	Knowledge of integrated Processes including FFA
Experience	Be willing to undertake work with parents. At least one year's experience in working directly with children and liaising with families.	Experience of working alongside other professionals and settings. Experience in providing support for parents & families.
Skills and abilities	Good organisational skills. Good administrative, IT & record keeping skills. A confident and professional approach to working with parents, colleagues and other professionals from a range of backgrounds. Good verbal, written, listening and presentation skills. Full driving licence and access to a car for work purposes.	Ability to deliver a structured programme of support for parents/carers to improve their parenting skills and develop coping skills.

Essentials - what a typical day might include for our FSWs:

Planning and delivering one to one sessions with child. Lead 1:1 parent meetings. Contact housing to raise/discuss issues. Meet with a senco/ class teacher/head teacher Support with right to choose/ Send pathway/ neurodiverse diagnoses. Attend school open evenings/events Make referrals to school nurse/ CAMHS/PALMS/ Step 2/SALT Support the appeal events. Navigate parental conflict with both parents	Attend a GP or hospital appointment. Attend court. Run a course or training session (with appropriate support & training). Assist in completing a DLA form. Share parenting strategies. Fundraise for the service. Run coffee mornings. Contact/refer to children services/IFST. Support families with paperwork Attending meetings with EP's and EHCP coordinators