Holwell Primary School

Family Support Coordinator

Pay Grade	H5
Responsible to	Deputy Head Pastoral
Hours	3 Days (8:30am – 3:30pm)
Weeks per year	The Family and Pastoral Support Worker (FPSW) will be employed on a term-time only basis. In addition, the FPSW will be expected to work the equivalent of five days during school holiday periods, comprising 0.5 days during each school holiday and one day during the summer holiday. To maintain flexibility and support service delivery, these five days may instead be taken during term time, subject to the prior agreement of the Headteacher and at times that are mutually convenient to both the employee and the school.

PURPOSE OF THE ROLE

The FPSW provides practical and emotional support to children and families, working closely with parents, school staff and external agencies to promote positive outcomes for pupils. The role aims to improve children's wellbeing, attendance, engagement in learning and safeguarding by helping families access the support, advice and services they need.

KEY ACCOUNTABILITIES

Family Support Worker

- Work closely with children, parents/carers and families to provide targeted support that promotes pupil welfare, strengthens family resilience and improves outcomes, with a particular focus on vulnerable children and families.
- Complete and coordinate Early Help Assessments (EHAs), developing plans that identify needs, secure appropriate interventions and facilitate access to relevant support services.
- Empower families to become more independent through the delivery of parenting programmes, workshops and targeted family support initiatives.
- Contribute to the school's early intervention and safeguarding approach by working collaboratively with external agencies and professionals to address emerging needs.
- Work in partnership with the Attendance Lead to monitor attendance, identify barriers to regular school attendance and implement effective support strategies with families.
- Plan, coordinate and deliver bespoke support programmes for children and parents/carers, both individually and in groups, to address complex family circumstances and improve outcomes.
- Act as the Lead Professional (Key Worker) for identified children and families, coordinating support plans and ensuring a consistent, joined-up approach.

- Develop and maintain effective partnerships with external agencies, local services and professionals to secure appropriate support and advocacy for families.
- Support families to identify strengths, overcome barriers and access practical solutions, ensuring they remain fully involved in decision-making relating to their children.
- Provide guidance and practical support on a range of issues, including parenting, behaviour, budgeting, education, employment and access to community services.
- Signpost and connect families to relevant local community resources, services and support networks.
- Undertake and review risk assessments for activities, interventions and home visits involving children and families, ensuring safe working practices at all times.
- Monitor and evaluate the impact of family support interventions and provide regular reports to the Senior Leadership Team and Governing Board on outcomes for vulnerable children and families.

School Website

- Develop and maintain family support content on the school website, ensuring parents/carers can easily access information, guidance, resources and signposting to relevant services.

Safeguarding

- Fulfil the role of Deputy Designated Safeguarding Lead (DDSL), working closely with the Designated Safeguarding Lead (DSL) and other safeguarding colleagues to promote the safety and wellbeing of all children.
- Work collaboratively with social workers and other professionals where children and families are receiving support from Children's Social Care.
- Attend and contribute to Early Help, Team Around the Family (TAF), Child in Need (CIN), Child Protection (CP), Looked After Child (LAC) and other relevant multi-agency meetings, ensuring actions are implemented and reviewed effectively.
- Maintain accurate, confidential and up-to-date safeguarding records in line with statutory guidance and school procedures.
- Support the school in promoting a strong safeguarding culture, ensuring that safeguarding concerns are appropriately identified, recorded, reported and acted upon.

Professional Responsibilities

- Support and promote equality, diversity and inclusion.
- Maintain confidentiality and professional standards at all times.
- Participate in professional development and training.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably directed by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful

applicant will be required to undertake all relevant safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check.

Operational Team Leadership structure

<table>
<tr><td colspan="4">Headteacher</td></tr>
<tr><td>Deputy Head - Curriculum</td><td colspan="2">Deputy Head - Pastoral</td><td>SENDCo</td></tr>
<tr><td>Subject Leaders</td><td>Designated Safeguarding Lead</td><td>Assistant Pastoral Co-Ordinator</td><td>Assistant SENDCO</td></tr>
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I confirm my acceptance to the job description above:

Signed:

Name:

Date: