**JOB DESCRIPTION**

**JOB TITLE:** School Family Worker

**REPORTS TO:**  Headteacher

**SALARY RANGE:** H7

**DATE:**  April 2021

**Purpose of Job**

The School Family Worker has responsibility for safeguarding, welfare and child protection matters. As a member of the Senior Leadership Team, they support and direct staff to safeguard the school community and promote pupil welfare so that pupils can thrive in a safe and supportive school environment. The primary purpose is to work proactively with parents to promote their engagement with their children’s overall development and wellbeing as well as helping to address any barriers the family might be experiencing.

They are responsible for effective liaison with external services and will provide support, advice and guidance to staff on safeguarding issues, take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

To provide focussed family support to families with complex needs which improves outcomes for children and young people. The work with parents and their children will increase their skills, confidence and abilities of all family members to live their daily lives in a positive and safe way.

**Main Duties**

* Work with colleagues to develop the School’s safeguarding culture and practices, championing safeguarding and student welfare at senior leadership level and across the School, sharing best practice and monitoring and evaluating the effectiveness of the School’s safeguarding arrangements.
* Encourage a culture of listening to children and taking account of their wishes and feelings and that measures are put in place to protect them.
* Be a source of support, advice and expertise for staff.
* Work at universal, emerging needs and targeted levels of support as set out in Families First Continuum of Early Help.
* Ensure the School’s Child Protection policies are known, accessible, understood and used appropriately.
* Work with the Headteacher to agree and implement actions in response to issues arising, updates to statutory guidance, best practice, legislation, audit reports and recommendations from external bodies including Ofsted.
* Liaise with the designated safeguarding leads and ensure that they are kept up to date and aware of any issues, especially any ongoing enquiries
* Direct and support teachers and support staff working directly with identified students with additional safeguarding and welfare needs.
* Liaise with the Governing Body and Governor with responsibility for safeguarding and provide reports, enabling the Governing Body to question and maintain oversight of the School’s practices.
* Be alert to the specific needs of children in, those with special educational needs and young carers. Supporting policies and practices in School
* Work with the safeguarding leads to ensure that there is a DSP or Deputy DSP always available during School hours for staff in the School to discuss any safeguarding concerns, and arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.
* Maintain accurate, detailed, up to date and secure student Child Protection records and in-house documentation, managing these in accordance with the Data Protection act and General Data Protection Regulations.
* Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. Keep detailed, accurate and secure written records of concerns and referrals. Multi agency working
* Ensure the school is effectively represented at Child Protection, Children in Need and other conferences/reviews focused on supporting the needs of students and their families.
* Deliver annual safeguarding training to all staff, and ensure that an appropriate level of safeguarding training is maintained throughout the year in accordance with the school’s culture of vigilance; addressing specific matters in a timely manner.
* Provide support to ensure Creswick’s safeguarding policies and procedures are in place and are reviewed.
* Ensure that on commencing work all new members of staff have received an appropriate level of safeguarding induction, and that each member of staff has access to and understands the School’s Child Protection Policy and Procedures.
* Ensure parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
* Ensure that the School website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly, making parents aware of the fact that referrals about suspected abuse or neglect may be made and of the role of the School in this.

**Family Support**

* To offer emotional and practical support to parents and their families.
* To offer a whole family/family centred approach to families with complex needs and/ or those requiring early help.
* Undertake and/or coordinate assessment of children and family’ needs using Families First Assessment tools (as set out in Families First Guidance).
* To build a trusting relationship with the parents and young people to help alleviate or break their social isolation and increase capacity.
* To build up knowledge and understanding of local resources and community and statutory services, including Mental Health Teams, Social Services, Health, CAMHS etc.
* Assess the needs of the families referred for support and participate in the reviews and evaluation of the work.
* To comply and contribute actively to the required monitoring of outcomes.
* To help plan creative and innovative responses to families’ needs and keep high quality records and assist with the preparation of reports, monitoring outcomes.
* To attend conferences, review meetings, supervision and training sessions as requested.
* Deliver workshops to parent and carers.

**Professional Development**

* Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of a Designated Safeguarding Person are up to date, including undertaking formal training annually and regularly refreshing knowledge and skills via e-bulletins, meeting other DSP’s, and taking time to read and digest safeguarding developments.
* Be a professional role model for your colleagues.
* Understand and promote the aims and values of Creswick.

**Equalities**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

**Disclosure & 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 DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**Additional Information**

The job holder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school’s policies and practice.

\*\* ***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.***

**Supervision**

The jobholder is managed by a member of the school’s leadership team. The frequency of meetings is determined by the school’s performance management policies and practise.

No supervision of staff.