Family Support Worker and DSL

Job Description

Hours: Monday to Friday, 37 hours per week term time only
Line Management: Leadership Link

1. Job Purpose
   1.1 To operate as the School’s designated safeguarding lead.
   1.2 To work effectively with the Inclusion Faculty and Pastoral Team to identify students and families in need of support.

2. Key Responsibilities
   2.1 To develop and implement strategies for identifying and supporting students and families in need of support and promoting their engagement.
   2.2 To carry out observations and advise the Inclusion Faculty and Pastoral Team on good practice leading to better outcomes for children’s and families.
   2.3 To develop and maintain robust assessment and intervention systems and ensure regular reviews take place.
   2.4 To work in partnership with a range of agencies to ensure that the needs of the students are met, including to manage the registration process in facilitating access to agencies and to ensure the support remains for as long as is necessary.
   2.5 To participate fully in any assessment procedures involving children supported by a range of agencies.
   2.6 To work with the Inclusion Manager to ensure that there are appropriate support strategies in place for vulnerable students, including school refusers, poor attendees and new arrivals.
   2.7 To liaise with the Learning Mentor to ensure that a range of support is available in School to meet the needs of identified students and it is reviewed on a regular basis.
2.8 To act as the Lead DSL and support other DSLs in their role, including appropriate referrals to CASS.

2.9 To ensure that all DSLs, including yourself, receive appropriate supervision and all appropriate and regular training, in line with good practice.

2.10 To be a liaison person for Child Protection.

2.11 To accurately maintain CPOMs and ensure that the School's safeguarding policy and procedure is followed.

2.12 To develop and maintain an appropriate case file system, to ensure the accuracy of all recorded information and data, and to ensure that Pastoral Managers and Leadership are kept informed and updated of all relevant information and developments in an efficient, effective and timely fashion, as required.

2.13 To use Go4Schools effectively and track and monitor the progress of identified students.

2.14 To develop health, childcare and family support services in School, that are inclusive and accessible to all students and their families.

2.15 To undertake outreach work with parents, to provide information, guidance and support on a range of issues and interventions.

Management

2.16 To provide professional advice and support to Leadership, the Inclusion Faculty and the Pastoral Team, using knowledge and skills acquired during a substantial period of experience working with children and families.

2.17 To take the lead responsibility, as directed, to implement aspects of the Faculty's action plan, as appropriate.

2.18 To work under own initiative and with a greater degree of autonomy supporting the Head of Faculty and other Inclusion staff with the smooth running of the Faculty in meeting the needs of students.

Other

2.19 To keep up to date with regards to current issues and research regarding family support and initiatives.

2.20 To attend appropriate conferences/seminars/training events with regard to current issues within, or relevant to, the family support agenda.

2.21 To contribute to the development and preparation of informative materials (for example leaflets, newsletters and information), to families, if appropriate.
2.22 To take part in local events to promote the work of the Children’s Centre

2.23 To take part in the development of evaluation strategies and processes, monitoring and parent consultations.

2.24 To ensure all tasks are carried out with due regard to Health and Safety.

2.25 To undertake appropriate professional development including adhering to the principle of performance management.

2.26 To adhere to the ethos of the School

2.26.1 To promote the agreed vision and aims of the school

2.26.2 To set an example of personal integrity and professionalism

2.26.3 Attendance at appropriate staff meetings and parents evenings

2.27 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

2.28 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

3. **Supervision Received**

   Supervising Officer’s Job Title: Leadership Link

3.1 Level of supervision:

   Left to work within establishment guidelines subject to scrutiny by supervisor

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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<tbody>
<tr>
<td>None</td>
<td>n/a</td>
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5. **Special Conditions**

5.1 None