

Job title: **Child and Family Worker**

Salary: **Grade 5 Point 11 -14 (£27,269 to £28,624 per annum pro rata) Pay award pending**

Hours: **35 Hours per week term time only**

Contract type: **Fixed Term**

Reporting to: **Head Teacher**

- To enhance the wellbeing of children and families.
- To establish, build and maintain constructive and productive relationships with families.
- To act as a point of contact for families in need of support and provide or secure it by liaising with outside agencies and making referrals where necessary.
- To engage with the families of identified children to develop a robust understanding of their needs and enhance partnership and collaboration.
- To enhance the mental health and social and emotional wellbeing of identified children by providing personalised support and intervention.
- To act as a Deputy Designated Safeguarding Lead.

### **Key responsibilities**

#### General

- To promote the agreed vision, aims and values of the school.
- To follow and implement school policies and procedures.
- To actively engage in training opportunities and ensure that learning is shared with others.
- To develop positive and productive relationships with children, families and outside agencies.
- To actively support whole school wellbeing initiatives.
- To make sure that families are fully aware of support, opportunities and events available to them in the local area. This will require liaison with local children's centres and networking with other schools and agencies, including Early Help.

#### Support for children

- To undertake activities necessary to meet the social, emotional, health and behavioural needs of targeted individuals. This includes monitoring and supporting individuals in making the most of their OPAL experience.
- To ensure that incidents of unwanted behaviour during OPAL play are attended to and reported to class teacher and recorded on CPOMs as appropriate.
- To provide personalised support to children who are demonstrating challenging behaviours and those who may be at risk of exclusion.

- To act as a mentor for children in care and provide support as advised by the Designated Teacher.
- To provide support for new children and families joining the school, reaching out to them upon arrival and providing ongoing support as necessary.
- To respond to and record incidents and discussions with children and report them to relevant teachers and leaders.
- To attend special educational needs/disability reviews as necessary.
- To ensure that information arising from communications with outside agencies is shared with school-based staff as appropriate.
- To support colleagues in having potentially challenging conversations with families as necessary.
- To undertake home visits with a colleague as required.
- To work closely with the Office Manager to improve the attendance of targeted individuals.

#### Support for parents and carers

- To host half-termly drop ins for families which provide an informal opportunity for them to get to know one another, support each other and learn more about the school.
- Providing or securing general support, advice and guidance for families. This may include delivering workshops relating to specific themes e.g. sleep or diet or securing the support of external professionals in doing so.
- Providing Early Help and personalised support and intervention for families in need. This may include the provision of personalised advice or guidance with regular check ins, or signposting to external agencies and resources e.g. external parenting classes or workshops.
- Under the direction of senior leaders, liaise with families to manage attendance at our before-school intervention facility, Early Birds. This will include issuing invitations with the support of the Office Manager, attending to poor attendance and barriers to participation and informing families when the intervention has finished.

#### Securing and maintaining enhanced support for vulnerable children and families

- Under the direction of the Inclusion Lead, to liaise with teachers, children and their families to secure the engagement of outside agencies. This may include the development of documents relating to the Graduated Pathway (e.g. My Assessments, My Plan+ and TALC referrals), health services (e.g. TIC+, Young Minds Matter, School Nursing Service, CAAAS pathway, Speech and Language Therapy Service), education advisors (e.g. Educational Psychology Service/Advisory Teaching Service) or external parenting courses.
- Support the Inclusion Lead in preparing for Annual EHCP Reviews and liaising with children and families to secure their contribution.

### Deputy Designated Safeguarding Lead responsibilities:

- To work closely with the DSL and support them in referring cases of suspected abuse to the local authority multi-agency safeguarding hub as necessary.
- To refer cases where a crime may have been committed to the Police as required.
- To liaise with staff on matters of safety and safeguarding (including online and digital safety) as necessary.
- To act as a source of support, advice and expertise for colleagues.
- To have an awareness of how local authorities conduct a child protection case conference and child protection review conference and be able to attend and contribute to these effectively when required to do so.
- To represent the school at case conferences, core groups, team around the child and team around the family meetings if necessary.
- To be alert to the specific needs of children in need, those with special educational needs and young carers.
- To keep detailed, accurate and secure written records of concerns and referrals.
- To encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- To ensure that when a child leaves the school, their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

To undertake such other reasonable duties as required for the effective carrying out of the post, consistent with the grade of post and experience of the post holder.

Please note that the above duties are not set out in any particular priority – the school views them all as important. It is the school's policy and a condition of your contract of employment that the job description will be kept under review and may be varied from time to time to meet changing needs.