



Job Description and Particulars of Appointment

1a. Details of Post

- Job Title: Family Support Worker
- Post Number: 3255014
- Grade and SCP: Grade 7 and SCP 22 to 25 (£10.70 - £11.74 per hour)

1b. Service Area & Team

To allow vulnerable families to have the capacity and skills to provide the right environment for children to develop fully it is essential that a whole family approach is provided at the earliest possible stage to address any underlying issues that are associated with children not reaching their full potential. Working with the Strengthening Families Team, the Family Support Worker will be employed by the South Shropshire Academy Trust at Stokesay and Church Stretton schools to respond to the needs of families, allowing early identification of need and responding with the right level of support at the right time to provide early help.

2. Level & Purpose of Post

The Family Support Worker will provide support and evidence-based interventions for families whose children attend Stokesay and Church Stretton schools who meet the Strengthening Families criteria.

The post holder should be prepared to work alone in families' homes and have an ability to respond quickly to changing needs and circumstances.

The post holder should be able to work in a motivational and inspirational way to engage service users to develop independence and residence rather than dependence

3. Key Responsibilities

The post holder will:

- be responsible to the Headteacher of both schools for Inclusion and Safeguarding. Each school will in turn be responsible for the post holder's health and safety, training and development.
- have supervision provided by the Strengthening Families Team and the South Shropshire Academy Trust

- be expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order to achieve specified outcomes, but will not have direct authority over those involved.

4. Main Duties

1. To act as a point of contact in the schools for families in need of support.
2. To build effective relationships with families.
3. To provide a consistent and reliable service to families who meet at least two of the Shropshire Strengthening Families Criteria.
4. To ensure the Essentials for Engagement are in place:
 - Consent is in place where appropriate
 - There will have been an assessment that takes into account the needs of the whole family;
 - There is an action plan that takes account of all (relevant) family members;
 - To act as the Lead Professional, where appropriate; and
 - The objectives in the family action plan are aligned to those in the Shropshire Strengthening Families Outcomes plan.
5. To establish and maintain effective multi-agency links with the key partner agencies in order to promote an integrated and joined up approach to work with high risk families.
6. Work across all of the cluster schools to support vulnerable children at times of transition.
7. To ensure that there is a good working knowledge of ECINS, supporting other staff where necessary.
8. To ensure that all work with families is recorded on ECINS
9. To recognise, support and understand cultural differences, adapting practice to meet the needs of a family as required.
10. To recognise and support diversity as required.

11. To ensure that programmes of support for parents are available both formally and informally. This will be initiated through comprehensive assessment and local intelligence gathering to ascertain the needs of the family involved. To provide guidance and support for families experiencing difficulties in a way that does not bring them into conflict with neighbours, the community and housing agencies. To maintain contact with families for an agreed length of time to help families develop more effective strategies and skills to improve outcomes for the whole family.
12. To deliver parenting support using, for example the Understanding Your Child Model, where appropriate, (either individually or in a group).
13. To attend and participate in the Early Help Partnership meetings, professionals' meetings, case conferences, Strengthening Families Locality meetings and relevant neighbourhood meetings, and prepare reports when required.
14. To implement a solution focused approach.
15. To maintain regular contact with families of children and young people receiving support to encourage positive family involvement in the child's/young person's learning.
16. To develop good relationships with a range of staff across both Adult and Children's Services as well as with non-statutory partner agencies.
17. To receive specialist training, as identified by the Headteachers of the schools, and facilitate intervention programmes when required.
18. To provide written and verbal reports as required.

Key duties:

1. To work with a case load of families identified through the participating schools.
2. To undertake planned and emergency work using a range of intervention methods and skills, supporting families to overcome any barriers.
3. To co-ordinate a family assessment.
4. To work with the family and other agencies to produce a SMART based action plan, with outcomes and measures identified from the Strengthening Families Outcomes Plan that will address family and individual difficulties which is then reviewed regularly.
5. To maximise the involvement of families in decisions that affect them, ensuring the voice of the child, young people and adults is heard
6. To co-ordinate the involvement of all agencies working with individual families.
7. To be alert to safeguarding issues within a family, raising these with the relevant School/s Child Protection Lead, as well as raising immediate concerns with the
8. To support and enable families to exit the service successfully
9. To provide agendas and reports as required

Professional responsibilities:

1. To develop and maintain effective working relationships with colleagues within the team, local area and organisation.
2. To receive line management and supervision as agreed with the line manager.
3. To maintain records securely, participate in data monitoring activities, and undertake evaluation procedures as advised by the line manager.
4. To develop and maintain appropriate boundaries of confidentiality with service users and professional colleagues
5. To maintain high standards of professional integrity and respect for others.
6. To ensure continuous self-development through training, supervision and other appropriate means.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the post.

5. Conditions of Service

- a) The conditions of service are those adopted by the South Shropshire Academy Trust who have adopted and amended as necessary from those laid down by Shropshire Council and the National Joint Council for Local Government Services.

The post is shared between Stokesay and Church Stretton schools; 20 hours per week working in Stokesay School and 10 hours per week in Church Stretton School (term time only) plus an additional two weeks to be worked over the academic year.

- b) This post is subject to the following:
- The post is offered on a fixed term basis for one year
 - Some occasional evening work may be required,
- c) This post carries eligibility to join the Shropshire Council Pension Scheme. Information about this will be sent with any formal offer of appointment.
- d) The post holder must work during term time, with no annual leave being granted unless in exceptional circumstances, and only with prior agreement of the South Shropshire Academy Trust
- e) The appointment is subject to one month's notice in writing on either side.
- f) smoking is not allowed
- g) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on school business at the current agreed rate.

7. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.