

## Five Acre Wood TEAM Worker

**Hours:** 37 hours per week, 8am-4pm, Monday to Friday, term time only including INSET days

**Reports to:** Social Worker

**Pay grade:** KR6 (actual salary £23,246.04 including FAW Allowance)

### Job Description

#### *Purpose of Job:*

To provide support, information and education service to parents of children attending the school and investigate concerns raised by parents, pupils and teachers as agreed by the Headteacher. To work on preventative and intervention activities.

#### *Principal Accountabilities:*

To carry out the following tasks, in partnership with the Social Worker, following discussion and agreement:

- Establish and foster good relationships with parents / carers of children at the school. Encourage parental involvement in the school and its activities.
- Promote the self-esteem of parents / carers to help them to maximise their own personal and interpersonal skills, which will enable them to respond to family needs by communicating openly and to provide good parenting.
- Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
- Provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, childcare providers, the voluntary sector and others.
- Support parents when their child is finding it difficult to access school.
- Liaise with members of school staff regarding families / children as necessary and with parent / carer consent.
- Encourage good relations and effective dialogue between parents and teachers about children's progress. Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.
- Liaise with the school's designated safeguarding leads.
- Keep records and all documentation pertaining to meetings / contact with children and young people and their families.
- Attend support and staff meetings to continue own professional training and development, as targeted through appraisal process.
- Attend Annual Reviews of pupils that TEAM are involved with or have supported their parents in any way. Contribute to the review and implement any actions according to the action plan.

- Carry out home visits in a TEAM capacity i.e. discuss with parents how they can help them to liaise with staff teams/ therapy team/ specialist teachers/ school nurse/social workers to provide the best strategy or solution to ensure consistency for the pupil.
- Where requested, to represent the school at PEP and CHIN meetings. To prepare and contribute as appropriate, cascade information to appropriate personnel and implement actions as necessary. To ensure that records of these meetings are maintained.
- Attend Learning Approach Parent Forums and Family Forum. Where necessary, to liaise with participants to provide a focus and facilitate this in the form of an agenda.
- Prepare resources to be used in the home i.e. PECS symbols, photographs, schedule timetables, social stories. Support and train parents to implement these resources to ensure consistency for the pupils.
- Support and signpost teachers as required, in the support of particular pupils.

#### **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

#### **Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

#### **Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

#### **Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

#### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

**Person Specification**

<b>REQUIREMENT</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS /TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE's in Maths and English at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Any other languages</li> <li>Training or qualifications acquired in a school</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Must have worked in a school environment for at least one year.</li> </ul>	<ul style="list-style-type: none"> <li>Having worked in a SEN school previously.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of Safeguarding policies and procedures</li> <li>Understanding of children's development</li> </ul>	<ul style="list-style-type: none"> <li>Background knowledge of complex needs and disabilities</li> <li>Worked with systems - preferably SIMS/Arbor</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communications skills</li> <li>Organised</li> <li>Ability to work successfully as part of a team</li> <li>Ability to work to deadlines and manage a varied and busy workload</li> </ul>	<ul style="list-style-type: none"> <li>Able to work on own initiative</li> <li>Be a problem solver</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Confidentiality</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Have empathy and compassion for others</li> <li>Be a good listener</li> <li>Be patient and considerate</li> <li>Have a desire to help others</li> <li>Have a 'can do' attitude</li> </ul>
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	<ul style="list-style-type: none"> <li>Desire to promote and build a positive working environment for all</li> </ul>