

Job Description: Family Support Manager

School: The Discovery School
Responsible to: Head Teacher / Deputy Headteacher
Salary: KR 6-7 (Depending on experience)



Purpose of the Job:

To provide early intervention, support and guidance to children, parents / carers and families in order to increase well-being, engagement with the school and to improve learning outcomes for pupils.

Key duties and responsibilities:

Safeguarding

To follow the school's policy and procedure for Child Protection and Safeguarding, reporting any concerns immediately to the Designated Safeguarding Team:

1. To undertake the role of a Deputy Designated Safeguarding Lead, working as part of the school's Child Protection Team to ensure that the children's welfare is paramount and any necessary action is taken at the earliest opportunity.
2. To liaise with the DSL Team, staff in school and external agencies to support the safeguarding work of the School
3. Attend CP, CHIN, CIC and PEP meetings as required.
4. To maintain accurate records, including those relating to Safeguarding and Child Protection, and share information with colleagues and professional agencies as appropriate and refer on as required.
5. To attend all update training as required of the CP/Safeguarding role.
6. To provide training in CP/Safeguarding procedure as required by the school and as part of the child protection team.
7. Keep up to date with developments in safeguarding procedures and referrals.
8. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Other key duties and responsibilities:

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication.
2. Establish and maintain programmes to support the well-being, social and emotional development, and mental health of children in the school.
3. To contribute to the School's work on Social, Emotional and Mental Health and its support for children and families.

4. Liaise with teachers and teaching assistants, and encourage effective dialogue between parents / carers and teachers regarding their child's progress.
5. To liaise with the Headteacher, staff in school and external agencies to support Children in Care.
6. Provide advice and guidance to parents / carers to reinforce their self esteem and ability to provide good parenting.
7. Provide advice and guidance to school staff when supporting vulnerable children and families.
8. Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
9. To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
10. To maintain records of actions and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning.
11. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
12. To signpost families to sources of advice and guidance within the local community and via other agencies, including referrals to external agencies which can help parents to build parental capacity.
13. To liaise with other agencies supporting families and assist with referrals as appropriate.
14. Deliver and ensure that lunchtime nurture provision is set up appropriately to support vulnerable children.

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management Process.

Signed:.....(Employee)

Date:.....